

Permissions

Thank you for your interest in Consortium on Reading Excellence (CORE) materials. Before you submit a request, please be sure the material you are requesting belongs to CORE or Arena Press and is not credited to another source. Credit lines can be found in the footnotes, endnotes, or acknowledgments, or on the copyright page. If the material is credited to another source, direct your request to the other party and not to CORE or Arena Press. Additionally, please note the following:

- Please provide all information requested on the **Permissions Request Form**. Incomplete requests will not be processed.
- Permission is granted on a nonexclusive, one-time use only basis.
- Fees are determined by the type of request and the amount of material requested.

How to Make a Request

Please print and fill out this form. Fax it to (510) 540-4242 or mail it to:

Permissions Department
CORE, Inc.
2560 Ninth Street, Suite 220
Berkeley, CA 94710

Processing the Request

After your request is received and reviewed by the Permissions Department, you will be faxed or e-mailed a permissions agreement detailing any fees or other conditions of use. Requests may take up to four weeks to process; please make your request as far in advance as possible.

Payment

If a fee has been assessed for your use of CORE material, full payment is due on or before publication or use. Checks should be made payable to CORE, Inc. and sent to:

Accounting and Finance Department
CORE, Inc.
2560 Ninth Street, Suite 220
Berkeley, CA 94710

A copy of your permissions agreement should accompany payment.

Online Permissions Request Form

CORE Permissions Request, Print and Electronic Media

Thank you for your request to reproduce copyrighted material from CORE. In order to process your request, please complete this form in its entirety. Incomplete forms **cannot** be processed. Please note that our grant of permission does not apply to any part of the material that is separately copyrighted. It is the responsibility of the **Requester** to determine, based on the credit lines or source notations listed in the book, the correct copyright source for the material.

1. Requester information:

First Name: _____

Last Name: _____

Company: _____

Address 1: _____

Address 2: _____

City: _____

State: _____

Zip: _____

Country: _____

Phone: () - _____

Fax: () - _____

E-mail: _____

2. Requested material including chapter numbers, page numbers, and the page numbers on which illustrations, charts, photographs, and other elements appear:

- 3. **How the requester intends to use the material (i.e., classroom handout, course pack, presentation, Internet, intranet, other):**

- 4. **Print Format:**

Number of copies: _____

Date of use: _____

- 5. **Electronic Format:**

Number of persons who will have access: _____

Status of persons who will have access (e.g., enrolled students, teachers, administrators, clients, others):

Will downloading, printing, and/or copying be restricted? How?

Will access to the information be restricted and password protected? How?

Will downloading, printing, and/or copying be restricted? How?

Internet Intranet With password protection

Site address: _____

If other format, state purpose:

Please direct questions and comments to permissions@corelearn.com.