NYBG PRESS

PERMISSION REQUEST FORM

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If you are requesting material from more than one publication, use a separate form for each publication. If you intend to use the requested material in more than one work, use a separate form for each work.

Requests will be evaluated within 4–8 weeks of submission. Submitting this form to NYBG Press does not, in and of itself, constitute permission to use the material requested. Permission fees apply; fee waivers are determined on a case-by-case basis.

Send completed forms as attachments to an email to NYBG Press at nybgpress@nybg.org. Forms with incomplete information will be returned.

Name_____

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How will the material you are requesting be used? (Please complete all fields)

Title of your Work: _____

Full Name of Author(s): _____

Publisher: _____

Intended Audience: _____

Proposed publication date (month/season and year):_____

List price (US$): _____

Format of publication (e.g., paperback, hardcover, website, interpretive signage): _____

Estimated size of print run
Total number of…
Manuscript/typeset pages:_____
Photographs:_____
Drawings:_____
Maps:_____

What material are you requesting permission to use?
Title of book (series and volume): _____

Or article (volume and issue): _____

isbn/issn of book or journal: _____

Full name(s) of author(s): _____

Do you intend to alter, edit, or change/adapt the material in any way? ☐ no ☐ yes

If yes, please explain here in detail:

Requesting use of (check one box): ☐ figure(s) ☐ text ☐ both

Page number(s) and paragraph(s) of text excerpt(s) you wish to use:
1. pg#:
2. pg#:
3. pg#:

Figure(s) you wish to use:
vol#:   pg#:   fig#:   artist name: living? ☐ yes ☐ no

vol#:   pg#:   fig#:   artist name: living? ☐ yes ☐ no

vol#:   pg#:   fig#:   artist name: living? ☐ yes ☐ no

vol#:   pg#:   fig#:   artist name: living? ☐ yes ☐ no

vol#:   pg#:   fig#:   artist name: living? ☐ yes ☐ no

vol#:   pg#:   fig#:   artist name: living? ☐ yes ☐ no