

Use of Copyrighted Materials Policy

The following information will help determine if you need to complete the *Application to Use Copyrighted Materials*.

You do **not** need permission to copy materials, and are not required to complete the application, if you wish to reproduce pages from The Critical Thinking Co.™ books that belong to you for use in a single classroom with a maximum of 40 students per year. Please note that in the case of parents and home educators, “classroom,” signifies a single household.

Any format is acceptable—paper copies; files scanned into a computer; overhead transparencies; Braille conversions; or placement on a class Website, provided that student and parent access is restricted to your single classroom with a maximum of 40 students per year. Please remember that it is a violation of your user agreement to share The Critical Thinking Co. materials with colleagues for use in additional classrooms. This also applies to home educators who are prohibited from sharing materials beyond their single household.

You **do** need permission, and will need to complete the application, if you wish to reproduce pages for your single classroom with more than 40 students per year, for inclusion in a curriculum guide, workshop manual, parent publication, home education sampler, or other publication. If permission is granted, The Critical Thinking Co. will request a small fee for use of the materials. The fee is based on the number of pages being reproduced and the number of copies you would like to make. After filling out the *Application to Use Copyrighted Materials*, we will provide you with a usage fee quote.

Payment of the usage fee should be made to The Critical Thinking Co. This fee will entitle you to use the materials as you have requested on a one-time basis, limited to the number of copies indicated.

If your request involves multiple titles, translation, or if you intend to sell the publication in question, you may be eligible for a [licensing agreement](#). Please note this when filling out the *Application to Use Copyrighted Materials*.

Permission will **not** be granted for:

- grade-level, schoolwide, or district-wide reproduction.
- titles in which the copyright states that it may not be reproduced (e.g. consumables).
- requests to post materials on any Website that is widely, or publicly, accessible.
- requests for resale of the materials.

The Critical Thinking Company
1991 Sherman Ave. Suite 200, North Bend, OR 97459
Phone: 541-982-4234 / Fax: 541-756-1758 or 800-458-4195

Application to Use Copyrighted Materials

INSTRUCTIONS:

Thank you for your interest in using The Critical Thinking Co. educational materials. To request permission to make use of the materials of interest, please complete this application form and return it to The Critical Thinking Co.

Once your application has been reviewed, you will be notified as to whether permission is granted or denied.

Fax to: The Critical Thinking Co.
Attn: Copyrights
1-541-756-1758, or 1-800-458-4195

Mail to: The Critical Thinking Co.
Attn: Copyrights
1991 Sherman Ave. Suite 200
North Bend, OR 97459

E-mail to:
permissions@criticalthinking.com
Subject: Copyrights

APPLICATION:

1. For which The Critical Thinking Co. title(s) and the page number(s) is permission to copy being sought? (continue on back if necessary):

Title(s)	Page(s)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. Provide the following information regarding the publication in which the materials will be used:

Title of Publication: _____

Sponsoring organization: _____

Content summary: _____

Intended use: _____

Quantity of publication to be printed: _____

3. Provide the following information for the contact person:

Name: _____

Title or position (grade if applicable): _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

Fax: _____

E-mail: _____

Name and position of person making request (if different from above):

I understand that if permission is granted to use The Critical Thinking Co. copyrighted materials, I agree that:

1. The Critical Thinking Co. copyright information will remain on the bottom of each page used stating: "Reproduced by permission of The Critical Thinking Co., 800-458-4849, www.CriticalThinking.com. All Rights Reserved."
2. The Critical Thinking Co. materials used will be acknowledged by title in the publication with our toll-free number listed (1-800-458-4849).
3. The Critical Thinking Co. materials will be used only as stated in item 2 of this application form.

The signer of this agreement accepts financial responsibility for any unlicensed duplication that occurs as a result of his/her dissemination of this material. This permission begins the date of this signed document and terminates in 5 years.

Signature: _____ Date: _____

For The Critical Thinking Co. use only:

Permission granted by publisher to use copyrighted materials as described above. Yes No

Usage Fee: \$ _____ USD

Publisher Representative: _____ Title: _____ Date: _____

Representative Signature: _____