Obtaining Permission to Use Content from Other Sources

- Obtaining permission to reproduce text and graphic material not original to your book is your responsibility.

- A staff member of the Intellectual Property department (IP) will provide you with text and graphics questionnaires to complete and return. These interactive tools will help you think about the permissions process.

- For answers to questions about permission requests, talk with the IP staff member assigned to your book and read the thorough guide for authors prepared by the Association of American University Presses, Permissions Frequently Asked Questions: Author Responsibilities and Copyright Guidelines, located at http://www.aaupnet.org/images/stories/documents/aauppermfaqs.pdf.

- Clearing permissions can take months. Please start as soon as possible and bear in mind that the rights holder may be a party other than the author or publisher of the book in which you have found the text or illustration.

- Check the websites of rights holders for instructions on how to apply for permission. When a rights holder does not provide their own application, ask IP for forms prepared by HUP that you can complete and submit. Keep copies of all correspondence requesting permission.

- When commissioning graphics for your book, ask the illustrator, photographer, or mapmaker to sign the appropriate agreement. IP will provide the proper form.

- Send copies of all permissions licenses and agreements to the IP department as soon as possible.