

# Authorization to Reproduce Copyright Material

The copyright symbol © or "Copyright © 2000" traditionally has been required, although not in all cases, to be printed on the piece to notify users of copyright material. The majority of nations now belong to the Berne Convention for the Protection of Literary and Artistic Works, including the United States. Under the convention, a copyright notice is not required to be displayed in order for copyright to be established; rather, the creation of the work automatically establishes copyright. It is for this reason we request you provide the following authorization.

Order # \_\_\_\_\_

The reproduction of art, designs, photographs or other tangible works requires the written consent of the author (i.e. artist, photographer, writer, etc.). Ownership or possession of a copy does not give the possessor the right to reproduce the work without written consent of the author.

This will certify that the person or entity named below is the author and copyright owner of the work described as \_\_\_\_\_ (a copy of which is attached to this authorization), that the author consents and authorizes us to reproduce the work, the artist or photographer will indemnify, defend and hold us harmless from any suit, claim or demand arising from the reproduction of the work.

**Art:** the person who created the art should sign this Authorization to Reproduce form.

**Photograph:** the person who took the photo or the owner of the negative should sign this Authorization to Reproduce form.

**Professional Photograph:** the photographer should sign this Authorization to Reproduce form.

This type of photo commonly has the photographer's name on the front or back. **Miscellaneous Art or Photos:** Art from a source such as a magazine or newspaper; a representative from the publication should sign this Authorization to Reproduce form. Examples would be artwork and pictures of cartoon characters.

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**Employee:**

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