

# **Copyright Permission Guidelines**

# Content Usage

Unless otherwise indicated, all information contained on this website such as text, graphics, logos and images is copyrighted by and proprietary to Paley Rothman and may not be reproduced in whole or in part by persons, organizations, or corporations without our prior written permission.

#### How to Request Permission

To obtain permission to use or copy Paley Rothman-copyrighted materials from our website or from Paley Rothman printed materials, webinars, presentations, videos or audio materials, you must submit your request in writing to: Alexis Dwemoh.

#### **Requests must include:**

Requestor's name; company/institution name; address; telephone number; fax number and/or e-mail address; title; copyright date; page number or website URL address; and the exact material to be used. International requests must include an e-mail address.

The request must state exactly how the material will be used and distributed and if the materials will be sold.

#### How long will it take to process my request?

Please allow 10 business days from receipt of all required information for a response.

## **General Guidelines**

Permission may be granted to copy Paley Rothman material if the request meets these criteria:

The requested material does include more than a single blog post, article, publication, webinar or similar presentation. We reserve the right in our sole discretion to deny or limit the amount of requested material that may be copied or published.

Material is being reproduced for educational purposes.

Material will not be used for a commercial or for-profit activity or to promote a commercial product.

The Paley Rothman copyright statement, together with the name and contact information of the individual authors, must be included on the reproduction.

## Permission will not be granted to:

- Use Paley Rothman materials to endorse (implied or otherwise) a product, company or service.
- Use any material that has been discontinued or is under revision.
- Modify or adapt Paley Rothman materials.
- Use any material that will be used for any illegal or improper purpose, violates Paley Rothman's Terms of Use or Code of Conduct.

© 2024 - All Rights Reserved | 4800 Hampden Lane, 6th Floor, Bethesda, MD 20814-2930 | 301-656-7603 | 301-654-7354 fax