



## PERMISSIONS POLICY

### Use of Copyrighted Project WET Foundation (Formally The Watercourse) Activities Updated March, 2010

1. **Permissions Application Form** All requests for use (reprint) of activities — in any format (ex., print, electronic, and film) — must be received in writing and addressed to:

Project WET Foundation  
Permissions Department  
1001 W. Oak Street, Suite 210  
Bozeman, MT 59715  
406.585.3029  
406.522.0394 (Fax)  
(E-mail): [Linda.Hveem@ProjectWET.org](mailto:Linda.Hveem@ProjectWET.org)

Please allow a minimum of six weeks for review and response. Project WET Foundation will respond to written requests in a timely manner, but will not review requests based on outside schedules or publishing deadlines. The term *publisher* refers to both the person making the request and the party publishing the document that contains Project WET Foundation activities. The publisher takes full copyright responsibility for use of Project WET Foundation activities in their materials.

The publisher is liable for any copyright violations in any form at any point, now and in the future, including print, Internet, discs, electronic broadcasts, etc., when granted permission to use a Project WET Foundation activity.

2. **Valuation of Activities** One-time use rights, with permission, are valued at \$500 per activity or \$1500 per spread from a KIDS activity booklet. This fee does not communicate any delivery of material files or ownership to the publisher. Payment must be made prior to use.
3. **Use Without Permission** If copyrighted Project WET Foundation activities (whole activity, method, or any distinguishable part) are used without first receiving written permission, an invoice for \$15,000 per WET activity used and a notice of copyright violation will be sent to the publisher along with orders to destroy all copies and to cease and desist. Copyright violations will be prosecuted to the fullest extent of the law.

4. **One-time Use Right** All permissions to reprint copyrighted Project WET Foundation materials are for one-time use only. This statement means that the approved activities can be used once per printed publication and that only Project WET Foundation can authorize future uses. If a publisher wishes to reprint or create a new publication in any format that incorporates the Project WET Foundation activities, they will need to submit a new permissions form.
5. **Number of Activities** Publishers may be granted the use of a maximum of 3 Project WET Foundation activities per publication, per request. Those requesting to reprint more than 3 activities will be required to provide additional justification and may be asked to discuss a co-publishing arrangement.
6. **Copyright** On every page of the publication in which Project WET Foundation activities, adapted activities, or parts of an activity appear, the following footer must be included:

© (year) Project WET Foundation. Used with permission.

There should no longer be any references to The Watercourse. All Watercourse copyrights have been transferred to the Project WET Foundation as of July 1, 2005. All author references should be to the Project WET Foundation.

7. **Copyright Protection in Government or Government Funded Publications.** The use and publication of Project WET Foundation activities by government agencies or by government funded organizations is an allowable use only if the publisher complies with all provisions of the Project WET Foundation's Permissions Policy.
8. **Citation** In addition to the copyright citation listed in step 6, full citation of the activity title, book title, publication date, and page numbers must appear beneath the activity title, in all resources/bibliography information, on the acknowledgments page, and in such things as resource listings, Web listings, promotion of Project WET coordinators, Project WET kit information, etc. We will be happy to guide you through the range of possible connections.

Sample of proper citation format:

Thank you Project WET Foundation for permission to use the activity: "Seeing Watersheds" ["Define Your Watershed"] as published in *Discover a Watershed: The Watershed Manager Educators Guide*, pp. 4-8. Copyright 2002 by the Project WET Foundation. Used with permission.

The Project WET Foundation seldom grants permission for an activity to be adapted. Please refer to item 11 for clarification of what constitutes an adaptation. If the activity is adapted enough to receive permission to be renamed, the new name should appear in brackets after the original Project WET activity as modeled above in the sample citation.

9. **Contact Information** The following Project WET contact information must be included in the publication, on the sponsor's/contributor's page:

Project WET Foundation  
1001 W. Oak Street, Suite 210  
Bozeman, MT USA 59715  
1-866-337-5486 (toll-free)  
1-406-522-0394 (fax)  
(E-mail): [info@projectwet.org](mailto:info@projectwet.org)  
(Web Site) [www.ProjectWet.org](http://www.ProjectWet.org)

Project WET Foundation's contact information should appear in the resources sections, bibliographies, appendices and in Internet links.

10. **Use of Photographs and Art Work** Project WET Foundation activities may include photographs and art works purchased from private photographic and artistic companies for the specific use by Project WET Foundation. Project WET Foundation does not grant permission for the use of the photographic and artistic works of others.
11. **Adaptations** Project WET Foundation **will not** approve requests by publishers to significantly modify/adapt Project WET activities without prior review and approval. ***The act of changing titles, photographs, illustrations, and background text does not constitute a new activity.*** The teaching method of an activity is the core of the copyrighted materials; thus, adaptations to that method must be approved prior to renaming a Project WET Foundation activity.
12. **Submittal of Publication** No later than 3 months after publication, publishers who are granted permission to reprint copyrighted activities must send to the Project WET Foundation one copy of the published work. If a publisher fails to submit this copy, all future requests for copyright permission will be denied.



## PERMISSIONS APPLICATION FORM

Use of Copyrighted Project WET Foundation  
(Formerly The Watercourse) Activities  
Updated March , 2010

**Publisher or person seeking to use Project WET activities should carefully review the attached Project WET Permissions Policy for Use of Copyrighted Project WET Foundation (formerly The Watercourse) Activities. By signing this permission form, publisher agrees to all stated conditions. Please call if you have questions 406.585.3029 or email Linda.Hveem@ProjectWET.org.**

### **PART ONE: The Publisher**

The term *publisher* refers to both the person making the request and the party publishing the material in any format. The publisher takes full responsibility for use of Project WET Foundation activities.

Name of person making *this* request \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Web Site \_\_\_\_\_

.

Publisher \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Web Site \_\_\_\_\_

### **PART TWO: The Publication**

1. What is the exact title of the publication that the Project WET Foundation activities will be used in?

\_\_\_\_\_

2. How many copies of this publication will be printed? Project WET Foundation does not allow Internet use of activities.

\_\_\_\_\_

3. Will the publisher charge for this publication? Yes or no. Please explain.

\_\_\_\_\_

4. How will the publisher distribute this publication? \_\_\_\_\_

\_\_\_\_\_

5. Does the publisher have a plan to reprint this publication? Please explain. \_\_\_\_\_  
\_\_\_\_\_

6. What are the publisher's target audiences for this publication? \_\_\_\_\_  
\_\_\_\_\_

7. Will this new publication compete with existing Project WET Foundation publications or work?  
Please explain if you answer yes.  
\_\_\_\_\_  
\_\_\_\_\_

8. Is the publisher working with Project WET (local, state, national, or international) on this subject/  
publishing project? \_\_\_\_\_

**PART THREE: Activities**

**Publisher may be granted the use of a maximum of three activities. Those requesting to reprint more than three activities will be required to provide additional justification and may be asked to discuss a co-publishing arrangement.**

1. Please list the exact book title, copyright date and printing, activity title (up to 3 activities), and page numbers of activity(s) you are requesting permission to use:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

2. Do you plan to modify or adapt the requested Project WET Foundation activity? Please explain and review the limitations on adapting activities as described in the attached Permissions Policy #11.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART FOUR: One-time copy**

**I have read and agree to the terms of the Project WET Foundation's Copyright Policy as it concerns a one-time, use right. I understand that in agreeing to these terms, I am responsible for protecting the copyright of these activities. I further understand that any use of Project WET activities outside of these stipulations will be prosecuted to the fullest extent of the law.**

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

**Please write out name...do not submit typed name.**

