

GUIDANCE ON OBTAINING PERMISSION TO USE A PUBLISHER'S BOOK FOR A STORYWALK®

This guidance is prepared by the Publishers Association of New Zealand and Copyright Licencing New Zealand. If you have any questions, you're welcome to contact info@copyright.co.nz.

To create a StoryWalk® using a book that is in copyright, you must first obtain permission from the publisher. Before proceeding, it can be useful to decide whether you prefer to reproduce the physical pages of the book by attaching them to boards or by copying the pages onto boards. Make sure that you inform the publisher of your intention.

WHAT TO TELL THE PUBLISHER IN YOUR REQUEST

Detailed information about the work (or specific part of the work) that you intend to use including :

- The ISBN number to identify the edition or the URL for works on the Internet.
- A precise description of how you want to use the work:
 - which parts of the work
 - how many instances it will be used if more than one StoryWalk® is featuring the work
 - how long do you intend the book to be displayed
 - whether you intend to distribute copies or photographs of the book online
 - whether you intend to make any changes to the text or images.

Request confirmation that the person you're addressing your request to is authorised to give permission and include the contact details of any other person who needs to provide their permission.

ASK THEM HOW THEY WOULD LIKE THE WORK TO BE CREDITED

Ask for a response to be received by a nominated date. Give a reasonable amount of time for your request to be considered and a reply sent. Include your contact details, including an alternative means of contacting you, such as a phone number.

State that you have purchased a copy (or copies) of the book to reproduce it.

WHAT HAPPENS AFTER THE REQUEST?

We suggest allowing a few weeks for the publisher to respond. If you don't receive a response, we recommend sending a follow-up call or phoning the publisher's office. Remember that the publisher is not obliged to reply to your request or to give permission.

When you receive consent, we recommend that you file it somewhere so that you can refer to it in the future. A successful application can be a template for future applications.

ARE YOU LIKELY TO BE CHARGED BY THE PUBLISHER?

This varies by publisher—bear in mind that many independent publishers operate on narrow margins and may need to obtain permission from contributors to the book for your proposed use.

FIND A NEW ZEALAND PUBLISHER

[Members Directory | Find book publishers in NZ - Publishers Association of New Zealand Inc](#)