



## PERMISSIONS POLICY

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updated July 2015

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### **1. Permissions Application Form**

*All requests for permission to publish PWF content and activities—in any format (including but not limited to print, electronic, performance, video)—must be submitted in the form of a Permissions Application Form with **an original signature** and **mailed** to:*

Project WET Foundation  
Permissions Department  
301 North Willson Ave.  
Bozeman, MT 59715

Please allow a minimum of four weeks for review. The PWF will respond to written requests as quickly as staff time allows and will not review requests based on outside schedules or publishing deadlines.

Throughout the Permissions Application Form, the term *publisher* refers to both the individual making the request and the party publishing the materials. The publisher takes full responsibility for use of PWF activities and agrees to the terms described herein.

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This Permissions Application Form addresses **one-time use only**. That means that if permission is granted, the publisher may only use the PWF content or activity in the manner and for the number of copies described on the Permissions Application Form.

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Requests for permission (and accompanying fees) fit into one of two categories:

Private, non-commercial one-time use:

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*\*A separate Copyright Licensing Agreement is required.*

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**Important note:** If copyrighted PWF content and activities (whole activity, method, or any distinguishable part) are used without first receiving written permission, an invoice for \$15,000 per PWF 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.

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a. *On every page of the publication in which PWF activities appear, the following credit must be placed (“year” refers to the copyright year of the PWF material you wish to publish):* © (year) by the Project WET Foundation. Used with permission.

b. *In all resources/bibliography listings, full citation of the activity title, book title, publication date, and page numbers must appear.*

- c. *On the sponsor's/contributor's page and in any website listings, the following information must appear:*  
Project WET Foundation  
301 North Willson Ave.  
Bozeman, MT USA 59715  
1-866-337-5486 (toll-free)  
1-406-522-0394 (fax)  
info@projectwet.org  
www.ProjectWet.org
- d. *In the acknowledgments, please thank Project WET Foundation for content contributions.*

**Please note:** There should no longer be any references to The Watercourse. All Watercourse copyrights have been transferred to the PWF as of July 1, 2005. All credits should reference the Project WET Foundation.

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No later than 3 months after publication, publishers who are granted permission to publish copyrighted activities must send to the PWF one copy of the published work. If a publisher fails to submit this copy, all future requests for copyright permission will be denied.

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The publisher may not assign a use agreement or license for the PWF content in question, including any parent, subsidiary, or affiliate or as part of the sale of any portion of its business, or pursuant to any merger, consolidation, or reorganization or operation of law, without the PWF's prior written consent.

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The Permissions Application Form and agreement shall be governed by the laws of the State of Montana. Sole venue and jurisdiction for any proceedings under the Agreement shall be in the state and federal courts located in Bozeman or Billings, Montana, respectively.