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# *NRVC Copyright Policy*

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The request should clearly state:

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- What – What specifically are you requesting to reproduce? State title of resource, author, reference page numbers, and other pertinent information.
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- When – What is the timeline for this request (e.g., March 2021 Day of reflection, Vocation Awareness Week, classroom visits in January 2021, etc.)

All requests made will be reviewed in a timely fashion by the NRVC staff. You will be informed if the request is approved or denied. If permission is approved, a formal *Copyright Use Agreement* will be drafted that will contain pertinent information and the appropriate citations necessary for notation. The NRVC will also determine if there are any costs related to the request. Once the *Copyright Use Agreement* form is signed and returned to the NRVC your request is formally approved.

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