

### **Licensing**

How can I license NordSüd property?

Email us at [foreignrights@nord-sued.com](mailto:foreignrights@nord-sued.com)

Please note we cannot process non-written requests; please allow at least one month to respond to your request. Thank you.

### **Permissions**

If you wish to use content from our titles, please submit your permission request via email [foreignrights@nord-sued.com](mailto:foreignrights@nord-sued.com)

We estimate a minimum of four weeks from the date of submission for a response to be received to any request, but this estimation may be subject to variation. Please allow sufficient time for our response. NordSüd Verlag reserves all rights in its publications - you may NOT assume if you have submitted a request that permission is granted to you unless and until we have sent you a formal permission license. You should bear in mind that it takes time to process requests, and we do not always control all rights in the material being requested from us. When contacting us for permission, please be sure to include the following information relevant to your request, together with your contact details, including a postal address:

- Exact material to be used - both text and illustrations - including page and/or figure numbers from our book (or please attach a copy of the exact material requested indicating its context).
- Commercial, educational or non-profit- please indicate which category of usage is planned.
- Territory for distribution (e.g. local area, nationally, internationally). Please also supply details of the following depending on the proposed use of the material:

#### **Publication - books**

- Author name and title of your publication.
- Is your book to be published in hardback, paperback or both?
- Is your book for educational or trade distribution?
- Name of your publisher and probable publication date of your book.
- Estimated number of copies to be printed and proposed retail price for each format requested.
- Approximate number of pages in your book and percentage of that number taken up by our material.
- Territory in which your book will be published.
- Language(s) in which your book will be published.

#### **Publication - newspapers/magazines**

- Publication date of the relevant issue of your newspaper/magazine.
- Approximate circulation of your newspaper/magazine.
- Territory in which your newspaper/magazine is distributed.
- Language(s) in which your newspaper/magazine is published.
- Retail price of your newspaper/magazine.
- One-off or serial usage (if latter give details as to frequency and dates for proposed usage)?

**Website**

- What is the proposed download/yearly license fee for your website?
- At what market is the website aimed?
- URL/website address on which our material will be used.
- Whether the website is password protected or generally available to all via the Internet.
- How long will our material remain on your website?

**Audio/Audio-visual recording (e.g. tape cassette, CD, video, DVD)**

- Will this be a straight reading of the text and/or showing of illustrations? (Please specify.)
- If illustrations are to be used do you propose a partial or full dramatization?
- For what market is the recording planned (e.g. commercial, educational, disabled)?
- How many units do you plan to manufacture?
- Where do you plan to distribute the recording (e.g. local area, the United States, the World)?
- Approximate length of the recording and percentage of that length taken up by our material.
- Proposed retail price

**Event Promotion**

- In what ways will the material be used to promote the event?
- For how long is the event planned (1 week/month/year)?

**Television or Radio**

- Is a straight reading of the text and/or showing of illustrations planned? (Please specify.)
- If illustrations to be used, do you propose a partial or full dramatization?
- What is the proposed duration of the program?
- Where will the program be broadcast?
- What are the planned date(s) of broadcast?
- Approximate length of the program and percentage of that length taken up by our material.

**Teaching Aid**

- In what context will the material be used?
- Will the material be sold as part of a teachers' pack?
- Do you plan to include photocopiable sheets?
- What is the proposed retail price of the teaching aid?

**IMPORTANT POINTS TO NOTE** The above questions are intended as guidelines only to help with your permission request. They are not exhaustive and therefore we ask you to supply as much information as possible about your proposal.

Please note NordSüd Verlag cannot process any request that is not submitted in writing and allow us at least four weeks to respond to your request. Thank you.