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Dear Professor: Please fill out the appropriate table below for each and every resource that you will copy and provide to the students either as email attachments or as files uploaded onto Populi. Please provide as much information as possible for each request. Incomplete information will delay the process.

DO NOT include in this form resources that you link (and do not copy) in emails or on Populi. Also do not include materials that you created, including lecture notes or audio-visual files, unless another party holds copyrights in those works.

Please return this form to the Online Learning Office @ polmer@holypostles.edu

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Copyright Conclusion [for Copyright Compliance Committee]	