



**Instructions:** Complete every field that applies. Email completed, signed form to: [permissions@midlandprairie.com](mailto:permissions@midlandprairie.com) with subject line "Educator Permission Request" (attach purchase order if required by your institution). Incomplete requests will be returned for clarification.

**1. Applicant Information:**

<b>Institution (Licensee):</b>
<b>Contact Person &amp; Title:</b>
<b>Department/Library:</b>
<b>Mailing Address:</b>
<b>Email:</b>
<b>Phone:</b>

**2. Midland Prairie Material Requested ("Digital File" / Edition Materials)**

<b>Title:</b>	
<b>Author:</b>	
<b>ISBN or file name:</b>	
<b>License Model (per title):</b> <input type="checkbox"/> 1U-Perpetual <input type="checkbox"/> 3U-Perpetual <input type="checkbox"/> 1U-Term ( ____ months) <input type="checkbox"/> Classroom Pack (up to _____ students)	
<b>Start Date (Term/Pack):</b>	<b>End Date (if Term):</b>
<b>Delivery Method:</b> <input type="checkbox"/> LMS deep link <input type="checkbox"/> Proxy <input type="checkbox"/> Download <input type="checkbox"/> Other: _____	
<b>Accessible Format Needed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Price / Taxes (if any):</b> \$ _____ <b>PO #:</b> _____	
<b>Additional Details:</b>	



### **3. Technological Protection**

I understand I must apply reasonable DRM, watermarking, or equivalent controls consistent with industry standards for any digital distribution.

### **4. Fees & Payment**

- Assessment fee may be waived for small-scale educational/nonprofit uses.
- A license fee, if applicable, will be quoted after review; payment is due within 30 days of invoice. No license is effective until full, cleared payment is received.

### **5. Representations & Warranties**

By submitting this form, I represent and warrant that:

1. The information provided is true, correct, and complete;
2. I have authority to make this request and, if acting as agent, I will provide written proof of authority upon request;
3. I have obtained—or will obtain before publication—all third-party permissions (e.g., for photographs, performances, trademarks, publicity rights) not owned by Midland Prairie;
4. The proposed use will comply with all laws and will not be defamatory, pornographic, deceptive, or otherwise unlawful; and
5. I will not imply Midland Prairie's endorsement of my product, service, or viewpoint.

### **6. Acknowledgments & Agreements**

By emailing this completed form, I acknowledge and agree that:

- No license or permission is granted by submitting this form. Any permission will be granted, if at all, only by Midland Prairie's written License Certificate specifying scope, term, territory, language(s), and audience/print caps.
- Rights, if granted, are non-exclusive, non-transferable, and non-sublicensable except to printers/hosts as needed to manufacture or host the licensed work.
- All Conditions of Grant on the [User Permissions](#) page and Midland Prairie's [Terms of Use](#) are incorporated by reference and will govern any license.
- Midland Prairie may deny, limit, condition, or revoke permission for non-compliance or misrepresentation, and all rights not expressly granted are reserved.
- For digital uses, I will implement reasonable DRM/anti-piracy measures.
- Governing law & venue: Minnesota law; exclusive courts in Hennepin County, Minnesota.

**7. Privacy & Sensitive Data**

Do **not** include government-issued identification numbers, full payment card numbers, or other unnecessary sensitive personal data in this form or attachments. Midland Prairie will use the information you provide solely to evaluate and administer your request, communicate with you, and maintain related records consistent with our [Privacy Rights](#). We may contact you to verify details and may withhold sensitive information in any response if such data is disclosed.

**8. Certification & Signature**

By signing below, I certify under penalty of perjury under the laws of the United States and the State of Minnesota that the information in this request is true and complete and that I am the requester identified above or a duly authorized agent. I acknowledge and incorporate by reference the sections above— *Technological Protection, Fees & Payment, Representations & Warranties, Acknowledgements & Agreements*, and *Privacy & Sensitive Data*—and, for myself and any represented organization, agree to be bound by Midland Prairie Enterprises, LLC’s (“Midland Prairie”) [Terms of Use](#) and the Conditions of Grant on the [User Permissions](#) page. I understand that this request grants no rights; no license exists unless and until Midland Prairie issues a written License Certificate (and, where applicable, receives full payment and any required countersignature), and any use before the effective date stated therein is unauthorized. I consent to Midland Prairie contacting me about this request and to receiving electronic communications; Midland Prairie will withhold government identifiers or other sensitive personal data in correspondence if such information is disclosed. I further acknowledge that submitting this request by email—including my name and a scanned, photographed, or electronic signature—constitutes my certification to the extent permitted by applicable law, but does not automatically execute a License Certificate.

<b>Signature:</b>	
<b>Printed Name:</b>	
<b>Title/Role</b>	
<b>Organization:</b>	
<b>City/State/Country:</b>	
<b>Date:</b>	

Email this completed form to [permissions@midlandprairie.com](mailto:permissions@midlandprairie.com), with the following subject line:  
“Educator Permission Request.”

**— For Company Use Only —**

<b>Date Received:</b>			
<b>Request ID:</b>			
<b>Completeness:</b>	<input type="checkbox"/> Pass <input type="checkbox"/> Incomplete		
<b>Notes:</b>			
<b>Rights approved:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Revise		
<b>Fee quoted:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No Quote Date: _____ Amount: \$ _____		
<b>Invoice date:</b>		<b>License Certificate issued Date:</b>	