

Copyright Permission Letters

(Happy Public Library) Copyright Permission Request

Dear (Copyright owner or best contact):

I am a (librarian/webmaster), writing on behalf of the (Happy Public Library). The library is working on [name of project, website etc.] (Description of intended use e.g. nonprofit or governmental site, noncommercial use etc.)

The library asks for a nonexclusive right to reproduce and post the following material for our project:

(describe first item)

(describe additional items)

Are you the holder of the copyright for these materials? Yes

I am not the copyright holder

copyright holder is unknown

copyright holder contact information is _____

If the items contain personal images or information, could you supply contact information for the appropriate person(s)?

If you are the holder of copyright, may we reproduce, distribute, adapt, perform and display these items in all media now known or later devised?

I give my permission.

I give my permission subject to the conditions stated below.

I do not give my permission.

Please indicate conditions, if any, that you require.

Signed,

_____Name _____Title _____Date

Good Sources on Copyright Permissions

LIST OF RIGHTS CLEARANCE ORGANIZATIONS

University of Texas listing and description of rights clearance organizations for text, images, music, etc/ [Getting Permission](#)
<http://www.utsystem.edu/OGC/IntellectualProperty/permisn.htm> includes sample letter

North Carolina State University Copyright Permissions Guide, maintained by Peggy Hoon
<http://www.lib.ncsu.edu/scc/contents.html>

“How to Secure Permission to Use Copyrighted Works” from the Copyright Management Center at Indiana University-Purdue University Indianapolis:
<http://copyright.iupui.edu/permsec.htm>

Richard Stim. Getting Permission: How to License & Clear Copyrighted Materials Online & Off (Nolo Press, 2004) available at <http://www.nolo.com> (print and ebook editions)