

Permission Request Letter Form

Date

Name of Publisher
Address of Publisher

Attn: Permissions Department

Re: Permission Request

(my reference #)

Dear Sir or Madam:

I am writing to request permission to:

- Make photocopies for library reserve
- Place on electronic reserve (all electronic reserve items are password protected and may be accessed only by students in the class)
- Hand out photocopies to my students in class

Material Requested:

Title of Book/Periodical/Journal: _____

Full Name of Author(s): _____

Volume/Issue/Edition #: _____

Date of Publication (copyright date or issue date): _____

ISBN (books only): _____

ISSN (journals/periodicals only): _____

Beginning on page _____, line _____, with the words _____

Ending on page _____, line _____, with the words _____

Illustration/Figure No. ____ on page ____ (photocopy attached)

Chart No. ____ on page ____ (photocopy attached)

- The copies would be placed on reserve for ____ semesters
- The copies would be distributed to students for ____ semesters

If there is licensing fee for this use, please contact me with that information.

If there is no fee, please simply sign the permission line below and return this letter in the self addressed stamped envelope. If you do not control the rights, please indicate who should be contacted.

Thank you.

Sincerely yours,

_____ (signature)

_____ (name)

_____ (title)

_____ (address)

_____ (phone)

Agreed and Accepted :

By: _____
Authorized Signature

Name: _____

Title: _____

Fee: _____ Fee Waived: _____

Credit Line: _____

Copyright Notice: _____

Other Remarks: _____

O:/web/libres

OGC Sept. 1999