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