

3.9: Template Permissions Letter

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Template Permissions Letter for Using Third-Party Materials

This resource is based upon the *IPR Toolkit* created by the JISC-funded Web2Rights Project (www.web2rights.org.uk) and adapted for SCA sponsors and other organisations across the public sector. It is intended to form part of a toolkit, which can be further adapted to suit specific requirements and issued to content creators and content users across the public sector who are responsible for rights management and rights clearances.

The draft shown below is an example of the sort of letter that might be sent out when requesting permissions to use third-party rights. The wording should be amended and customised in the light of the specific request detail and the type of content/technology for which rights clearance is necessary. It should be used in conjunction with the guidance provided within '3.1 Getting Permissions Paper' and '3.2 IPR Risk Assessments' resources contained within this toolkit.

It is recommended that two copies of the letter, on letter-headed paper, are sent to the rights holder together with a stamped addressed return envelope and/or fax number.

[date]

[name and address of rights holder]

Dear [add name and title],

Request for Rights Permission to use [include name of work and creator]

We are currently [include details about your proposed use and context of use here].

We would like to seek your permission to make use of your works/works for which you administer the rights [delete as appropriate] for the purposes described above. Could you please confirm your consent, by countersigning both copies of this letter and returning one to us in the envelope provided or by return of fax.

We look forward to hearing from you in due course.

Yours faithfully,

[add signature and date]

[add name, position and organisation]

[Counter-signature of rights holder]

[Name]

[Date]

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