

3.8: Template Email Permission Form

Naomi Korn and Professor Charles Oppenheim, March 2009

Context

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.

This template email for requesting copyright permission should be customised as indicated and used in conjunction with the guidance provided within '3.1 Getting Permissions Paper' and '3.2 IPR Risk Assessments' resources contained within this toolkit.

[Please customise the highlighted sections]

Dear Sir/Madam **[or insert name of rights holder if you have this information available]**

Request for Rights Permissions

[Provide description of your project, URL (where appropriate) and name of lead institution]

[Provide details of how the content/technology/software/databases etc will be made available to users, eg over the web/print/pda/repository etc]

We understand that you are the rights holder for **[provide details of the material that you wish to reproduce, provenance and any other identifying information]**.

We wish to copy and use **[reference the material here]** and to provide access to it to **[insert details of who will get access]** for **[educational/cultural/research, etc]** purposes under the terms of **[insert information about the terms under which users will be able to access the material, eg non-commercial research or private study; if you are using a Creative Commons licence or another open content and/or open source licence to provide access, reference it here]**.

We would therefore be most grateful for your permission to make use of **[reference material here]** for the purposes described above. Could you please confirm your consent to this proposed use of your copyright works by return of email, including details of how you wish to be credited.

We look forward to hearing from you in due course.

With kind regards

[Insert your name, job title/project role, the name of your institution and/or name of your project and contact details]

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