



Sample Permissions Letter

The following letter requests permission to use illustrative material. Please modify it as needed if you are requesting textual matter, poetry, etc. Be explicit and specific about the material you wish to use and are requesting permission for. The sample letter appears on the next page. You may change it as needed to suit the circumstances of your permissions request. This form may also be used (and modified as needed) to request permission from adult students if you plan to quote from their writing. Appendix B includes some discussion of this procedure and also includes a template for requesting permission from students who are under the age of 18.

Date

[Permissions Coordinator/Author] ABC Library
123 Street
New York, NY 10012

Dear [Permissions Coordinator/Author]:

I am writing to request your permission to reproduce [name or description of excerpt/photograph, etc.] from [name of collection or source] [in my discussion of/in a gallery of photos in/as a frontispiece for/on the cover of/ keyed to text in/etc.] the following book [and for subsequent publicity purposes (if the item is a photograph)]:

Author's Name/Chapter Title/Book Title/Book Editor's Name

The book is scheduled to be published in [month, year] in (cloth/paper/digital) editions. For the printed versions, the total run will be approximately 400 copies. The approximate list price will be \$80 (cloth) and \$38 (paper). I would like to secure nonexclusive world rights in all languages and for all editions. The work will be published by the WAC Clearinghouse, an independent scholarly publisher.

By signing, you warrant that [you/your library/your organization/etc.] [is/are] the copyright owner of the rights granted herein. If (you/your library/your organization/etc.) is not the copyright holder, or if for world rights I need additional permission from another source, would you kindly so indicate? I enclose a duplicate of this letter for your records. If you need additional information, please contact me at the number or email address listed below. Thank you for your timely consideration of this request.

Sincerely,

(your name and contact information)

The above request is approved on the conditions specified above and on the understanding that full credit will be given to the source.

Approved by: _____

Date: _____

Wording of credit line (if applicable):