



## Sample Permissions Letter

The following letter requests permission to use illustrative material, such as photos and other images, as well as extended selections from a text, video, or audio recording. Please modify it as appropriate. Be explicit and specific about the material you wish to use. 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/ a figure related to text in/etc.] the following book:

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

The book is scheduled to be published in [month, year] in open-access digital editions (PDF and ePub) and in a paperback edition. The work will be published by the WAC Clearinghouse, an independent scholarly publisher established in 1997 that is run by a collaborative group of educators (primarily faculty at colleges and universities; please see <https://wac.colostate.edu>), and the University Press of Colorado (<https://upcolorado.com>). The open-access digital editions will be distributed on the WAC Clearinghouse website at no cost to readers. The paperback will have a print run of between 50 and 500 copies, depending on demand. Our print runs are typically low, averaging between 100 and 200 copies, since we make our books available at no charge in open-access editions. The typical list price for our paperback editions runs between \$15 and \$50, depending on the number of pages in the book. This book, at roughly [insert number] pages, will be on the [low/lower/higher/high] end of that range. With your permission, I would like to secure nonexclusive world rights in all languages and for all editions.

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 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):