

Information to Include in a Permission Request

Description of Your Project

[short paragraph with a description of your project; if your use is associated with a class project, include the course title and professor's name; clearly indicate if this is a non-profit academic use]

Material Requested

For text

Title

Author

ISBN

Pages

Requested

For images

Artist or photographer

Title or description

URL if online, citation to a print source, or other identifying information (accession number for museums, or box and folder locations for archives)

Where the Material Will Be Published

Print Publication

Title, Author, Publisher, Date

Number of copies to be published

Cost of the book

Size and placement of the image in the publication

front cover, back cover, or inside

Online Publication size of image to be published (full page, ½ page, etc.)

Title, Author, Publisher, Date

Cost of the online publication

Size and placement of the image in the publication

front cover, back cover, or inside

size of image to be published (full page, ½ page, etc.)

URL of the website where the publication will be hosted

Unlimited access or limited by password?

Unlimited time period or specific dates?

Website

URL of the website where the material will be uploaded

Free access or fee required?

How will the image be used on the website?
Unlimited access or limited by password?
Unlimited time period or specific dates?

Rights You are Requesting (sample language below)

This request is for a non-exclusive, irrevocable, royalty-free, worldwide permission to use the material as described above, and it is not intended to interfere with other uses of the same work by you. A complete citation and acknowledgement of permission to use this material will be prominently displayed with the work.

If you do not currently hold the rights, please provide me with any information that can help me contact the proper rights holder. Otherwise, your permission confirms that you hold the right to grant this permission.

Requesting the Work In Addition to Rights (sample language below)

Text: I am also requesting an electronic copy of this material for publication. Can you provide that?

Images: I am also requesting a high-resolution image of this image for publication. Can you provide that? If not, can you recommend a source that would have a high-resolution image?

Date Needed and Follow Up (sample language below)

I would greatly appreciate receiving your permission by _____, 201_. If you require any additional information, please contact me at _____. Thank you for your consideration of this request.

Your Contact Info

Name
Department/Position
Email Address
Phone Number
Street Address