**Copyright:** Permission request templates

Permission request templates

# Template for requesting use in teaching materials

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

Request for Rights Permissions to use:

[Details of the material that you wish to reproduce. Provide title, author / creator, URL, book/journal title, page numbers etc include as much detail as possible].

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The teaching materials will be added to the Virtual Learning Environment (VLE), an online password-protected environment for University of Leeds students and staff. Students will be able to download and print the materials for their own personal study.

The module, [name of module], will be taught to [number] students enrolled on the [name of course].

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

I look forward to hearing from you in due course.

With kind regards,

[Insert your name, department, University of Leeds and contact details]

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I understand that you are the rights holder for the above material. I wish to copy and use [name the material here] in [Name of your PhD, year, department, University of Leeds].

I wish to reproduce [name the material here] in paper copies of my PhD thesis and to provide access to the thesis online at http://etheses.whiterose.ac.uk. The PhD will be made available under the terms of the Creative Commons Attribution-NonCommercial-ShareAlike licence: http://creativecommons.org/licenses/by-nc-sa/3.0/.

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With kind regards,

[Insert your name, department, University of Leeds and contact details]

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With kind regards,

[Insert your name, project details, department, University of Leeds and contact details]

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I understand that you are the rights holder for the above material. I wish to copy and use [name the material here] in[Name of the multimedia content, year, authors, University of Leeds, other institutions involved].

The above multimedia will be made available openly online at http://www.youtube.com/user/universityofleedsuk and iTunesU. The multimedia will be made available for reuse under the terms of the Creative Commons Attribution-NonCommercial-ShareAlike licence.

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I look forward to hearing from you in due course.

With kind regards,

[Insert your name, project details, department, University of Leeds and contact details]

# Template for requesting use in publications

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[Details of the material that you wish to reproduce. Provide title, author / creator, URL, book/journal title, page numbers etc include as much detail as possible].

I understand that you are the rights holder for the above material. I wish to include [name the material here] in a new publication, [book title / journal article title, year, authors, book series / journal title, publishers].

The above publication will be made available for a print run of [insert number]. The publication will [also] be available electronically. [delete as appropriate]

I would therefore be most grateful for your permission to make use of [name 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.

I look forward to hearing from you in due course.

With kind regards,

[Insert your name, department, University of Leeds and contact details]