



Permission to Use Copyrighted Resources Tip Sheet

Requesting permission to use copyrighted work

When writing for permission you are more likely to get a positive response if you:

- Make it easy for the copyright holder to respond
- Are clear and specific about what materials you want to use
- Are clear on how you plan to use them
- Make your request politely and intelligently

How to find artist/author/creator/publisher contact information:

- Look on a cartoon or drawing for an e-mail address or Web site URL.
- Look on a Web site for contact information.
- Use a search engine to find contact information for the artist/author/creator by searching the person's name.
- Find the publisher contact information in a printed work

Remember to:

- Ask only for what you really need
- Write or e-mail early so that you have a better chance of getting a response before your deadline
- When sending a letter, include a stamped, self-addressed envelope with a request via U.S. Mail

Other considerations:

- You will generally receive a prompt response to your request. In some cases, you may need to send a second request. Allow yourself sufficient time for this.
- Enjoy this process of communicating with creators of art and information! It can be fun. Once you have made an initial contact with someone, you may wish to contact them with questions regarding the creative process or other experiences.

Sample E-mail or Letter

Date

Name (if available)

Address (if available)

Dear Sir or Madam,

I am a student at _____, and I am writing to ask permission to use

(a quote or picture or music or video clip – be specific about exactly what piece of copyright material you are asking for) in my Slide Presentation/Video project. This project is a school assignment for my _____ class.

I expect to present the project on _____ (date).

Thank you for considering my request. If you agree, I will properly cite the source in my presentation/video/on my Web page. Please let me know if you'd like me to follow any special instructions for acknowledging this material.

Sincerely,

Your name

Your school

School address

Your e-mail

Adapted from Joyce Valenza
<http://www.sdst.org/shs/library/>