Permission to Digitize Journal Article(s)/Book Chapter(s)

This is a template letter to request permission to digitize materials for e‐reserves that are under copyright, where the copyright holder is known. The template letter must be adapted to the specific request by customizing the text in red. A copy of a signed copyright permission form MUST be retained for your records.

If you feel this template does not adequately address your needs, please contact Inba Kehoe, (copyrite@uvic.ca) Copyright Officer, UVic Libraries.



Permissions Department City

State, Postal Code DATE

Dear [Contact Person]:

I am writing to obtain permission to duplicate and place on electronic class reserve at the University of Victoria Libraries the following materials(s) Access will be strictly limited to currently enrolled students, for educational and research purposes. Full acknowledgement will be given to the rights holder for a given work when the digital reproduction is accessed.

If you are not the copyright holder or do not have the authority to grant this request, I would appreciate any information you can provide concerning the current copyright holder.

Please review the reverse of this letter, sign it, and return it to me via email or fax. If you have any questions or concerns, please contact me.

Thank you in advance for your assistance in allowing us to make these works available to our students.

Thank you for your prompt consideration of this request. Sincerely,

[Contact Person] [Name of Department] [Address]

[Phone] [Email] [Fax]

The University Libraries at the University of Victoria, British Columbia, Canada is seeking permission to duplicate and place on electronic class reserve at the University of Victoria Libraries the following material(s).

Provide details of the items. Title

Author Pages

Expected class size

It may be assigned in future semesters? Yes No

Name of Instructor

*If you are not the rights holder, please check here and complete the following if possible. Otherwise, please review the rest of the form and sign at the bottom.*

I believe the rights holder may be:

*"I confirm that I am the rights-holder for this work, or have authority to grant permission to use the work, and that I grant permission for the use of the work(s) by the University of Victoria, British Columbia, Canada according to the terms indicated in this letter, for educational and research purposes."*

Signature

Position Title

Date Signed