

CPTC Procedure: Copyright Permission Requests

Before seeking copyright permission directly from the owner of a work, Coastal Pines Technical College faculty should evaluate the use of the work to judge whether an exception to copyright may apply. The following conditions may exempt faculty from seeking copyright permission from the owner:

- The College has already purchased a license to use the material in the course [refer to instructor course materials],
- The library provides access to the material [ask librarian about linking],
- The instructor has determined that the principle of Fair Use applies to this instance [refer to CPTC Procedure: Copyright Exceptions and the Fair Use Checklist], or
- The instructor has determined that this use falls within the parameters of the TEACH Act [refer to CPTC Procedure: Copyright Exceptions and the TEACH Act Compliance Checklist].

If none of the conditions listed above apply to the proposed use of a copyrighted work, faculty should either:

- Request permission directly from the owner using the sample letter template on the following page, or
- Purchase a license to use the work [information may be available from the Copyright Clearance Center at <http://www.copyright.com>.]

Procedures for Using the Sample Copyright Permission Request Letter

To use the sample letter template on the following page, replace the information enclosed in brackets and highlighted in gray with the information that applies to the specific copyright permission request. When mailing the letter, include a self-addressed stamped envelope.

Faculty with additional questions about using the sample letter template should seek assistance from the Coastal Pines Technical College Library.

After receiving a copyright permission in response to a request, faculty will provide a copy of the returned copyright permission to the Coastal Pines Technical College Library, in addition to keeping the copyright permission for their personal records. The Coastal Pines Technical College Library will use the copy to maintain documentation of copyright permissions granted.

Responsibility

The Vice President for Academic Affairs has overall responsibility for ensuring the implementation of this procedure.

Adopted: February 10, 2014

Reviewed: June 29, 2021

[Date]

[Rights holder name and address]

Dear Permissions Editor [Insert name, if known]:

I am in the process of selecting learning materials for [Describe Course]. I would like your permission to include the following material in this project:

[Citation of material for which permission is sought, specifying exactly what material would be used]

The [Type(s) of Material] will be used [Describe how the material will be used]. It will be available to [Specify who the users will be and how they will gain access, including any charges or fees involved].

If you do not control the copyright on all of the above mentioned material, I would appreciate any contact information you can give me regarding the proper rights holder(s), including current address(es). Otherwise, your permission confirms that you hold the right to grant the permission requested here.

Permission includes non-exclusive world rights in all languages to use the material and will not limit any future publications-including future editions and revisions-by you or others authorized by you.

I would greatly appreciate your consent to my request. If you require any additional information, please do not hesitate to contact me. I can be reached at:

[Your contact information]

A duplicate copy of this request has been provided for your records. If you agree with the terms as described above, please sign the release form below and send one copy with the self-addressed return envelope I have provided.

Sincerely,

[Signature]

[Printed Name]

Permission granted for the use of the material as described above:

Agreed to: _____ Name & Title: _____
Company/Affiliation: _____ Date: _____