

Example of Publisher Permission Letter - Journal

The following is an example of a letter requesting publisher permission to reproduce a journal article.

REQUEST FOR PERMISSION: ELECTRONIC RESERVES

Date:

TO: Permissions Department
Engineering Information Publishers
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Anytown, GA 12345

I am writing to obtain permission to duplicate and place on electronic class reserve at Georgia Tech Library the following material(s). Access will be strictly limited to currently enrolled students.*

JOURNAL OF OUTSTANDING ENGINEERING	VOL. 12 NO. 3
Journal or book title	Journal issue or book edition
DR. ALAN SMITH	"HOW TO BE AN OUTSTANDING ENGINEER"
Author's full name	Article title or book chapter
JAN. 1994	ISSN# 9002-0290
Copyright or publication date	ISBN for books / ISSN for journals
30-35	ENGR101 BASICS OF ENGINEERING
Pages	Name and number of academic course
50	Spring 2003
Expected class size	Semester / year course is taught

It may be assigned in future semesters? Yes No

Dr. Larry Jones

Name of instructor

If you are not the copyright holder or do not have authority to grant this request, I would appreciate any information you can provide concerning the current copyright holder. Please specify here any additional source from whom permission must be obtained.

Thank you for your prompt consideration of this request. Please apprise me of your decision at your earliest convenience.

Sincerely,

Requestor's Name: Dr. Larry Jones
Address: Georgia Institute of Technology
Dept. of Engineering
225 North Ave. NW
Atlanta, GA30332

Fax: (404) 894-xxxx

E-mail: larry.jones@egr.gatech.edu

The above request is approved, subject to the conditions noted above.

Approved by:

Date:

Questions, comments, and suggestions should be sent to reserves@library.gatech.edu

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