

Publisher Permission Sample Letter

The following may be used as a template when requesting publisher permission for reproducing copyrighted material. An example of a letter requesting permission to copy a [journal article](#) and an example of a letter requesting permission to copy an [excerpt from a book](#) are also available. Letters should be addressed to the Permissions Department of the publisher or copyright holder. Addresses may be obtained from the [Publishers Address Database of Books in Print on the Library's website](#).

REQUEST FOR PERMISSION: ELECTRONIC RESERVES

Date:

TO:

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 or book title	Journal issue or book edition
Author's full name	Article title or book chapter
Copyright or publication date	ISBN for books / ISSN for journals
Pages	Name and number of academic course
Expected class size	Semester / year course is taught
It may be assigned in future semesters? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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:

Address:

Fax:

E-mail:

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

*The Georgia Tech Electronic Library System verifies current enrollment with Registrar office data during each log in. In addition, each user must enter a password. The material will be used for educational purposes only and not for profit.