

# Copyright Permission Letter

**DIRECTIONS:** Whenever a student or staff member wishes to "re-publish" someone else's writing or graphics on a Santa Rosa School District Web site, explicit permission must be obtained from the owner of copyright or evidence must be provided that the materials are "in the public domain." The form below may be copied and pasted into an e-mail message sent to the owner of the site and/or the owner of copyright. An e-mail reply which answers all questions fully and grants permission should be printed out and presented along with any Web pages being submitted to the library media specialist for publication. Every Web page containing such items must provide full credit to the source, indicate that permission was granted and include a notice clarifying that all rights are still reserved by the copyright owner.

\*\*\*\*\* **Copy the letter below and E-Mail to Site Owner** \*\*\*\*\*

## Santa Rosa Schools Copyright Permission Request

(Type Name of Site here)

(Type Name of Site Manager here)

(Type e-mail address of Site Manager here)

(Type URL (s) (addresses) of Web page containing desired item(s))

Dear (insert name of Site Manager):

I am a (insert either "student" or "teacher") in the Santa Rosa (Florida) School District creating Web pages for a school project. My school is (insert name of school). My e-mail address is (insert full e-mail address).

We are currently engaged in a project which (insert description of the project and its goals here).

While doing research for this project, I visited your excellent site and was very much impressed with what you have done.

I am interested in gaining permission to "re-publish" the following material from your Web site on our school's Web site:

(describe first item)

(describe additional items)

Are you the holder of a copyright for these materials?

\_\_\_ Yes \_\_\_ No

If you are not the holder of a copyright, can you identify the owner and supply an e-mail address

so that I may contact the owner?

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If you are the holder of copyright, may we "republish" these items, including at the bottom of the Web page a clear notice that we are "re-publishing" the item with your permission, with all rights reserved?

I give my permission.

I do not give my permission.

Please write the words you wish for us to place at the bottom of the page describing your copyright restrictions.

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Thanks so much for your time and assistance. We appreciate your contribution to the development of excellent content on the Web.

Please send back this whole message with you name and title at the bottom so that we can identify the source of permission.

Sincerely,  
(insert your name)

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