

# Copyright Permission Sample Letter

Date

*[this portion to be filled out by LRC staff]*  
Copyright Holder/Publisher Street Address  
City, State Zip

ATTN: Copyrights and Permissions Department

Dear Sir or Madam:

Regarding the following title and information, I would like permission to retain a copy of the following material on reserve in the library at St. Charles Community College. *[or permission to make a classroom copies, or permission to scan to a learning management system, etc.]*

*[this portion to be filled out by instructor or requesting department]*

Author or Editor: \_\_\_\_\_

Article or Chapter: \_\_\_\_\_

Periodical or Book Title: \_\_\_\_\_

For Periodical: Volume #: \_\_\_\_\_ Issue Date: \_\_\_\_\_ Page #s: \_\_\_\_\_ ISSN: \_\_\_\_\_

For Book: Copyright date: \_\_\_\_\_ Page #s: \_\_\_\_\_ ISBN: \_\_\_\_\_

Number of copies to be placed on reserve or made for classroom use: \_\_\_\_\_

Dates the item will be on reserve or used in the classroom: \_\_\_\_\_

The copy will be used exclusively for educational purposes with no direct or indirect commercial advantage, and will include a notice of copyright for students enrolled in my class.

Thank you for considering my request. I look forward to your reply.

If you have any questions, please contact Theresa Flett, reference librarian, by phone at 636-922-8587, or email [tflett@stchas.edu](mailto:tflett@stchas.edu).

Sincerely,

Signature of instructor