# Thesis and Dissertation Office – Request for Permissions to Include Copyrighted or Unpublished Material in a Graduate Thesis, Project Report, or Dissertation

PQ/UMI® GradWorks Guide F2006

Guide 6: Sample Permission Letter for Use of Previously Copyrighted Material

Modified from Crews, Kenneth D. 2000. Copyright Law & Graduate Research: New Media, New Rights, and Your New Dissertation. <http://www.proquest.com/products_umi/dissertations/copyright/>

Note: ProQuest UMI's modified format has been adapted to suit a CSULB student's needs. This example is meant as a visual guide from which you will retype your own permission letter. Fill in the correct information where indicated and remember to delete the instructional information that has been highlighted.

Instructions for Permission Letters:

1. Be sure to include your return address, telephone and fax numbers, and date at the top of the letter.
2. Spare no effort in confirming the exact name and address of the addressee. Call the person to confirm the copyright ownership.
3. State clearly the name of your university and your Thesis, Project Report, or Dissertation title.
4. Describe precisely the proposed use of the copyrighted material. If necessary or appropriate, attach a copy of the quotations, diagrams, pictures, and other materials. If the proposed use is extensive, such as the general use of an archival or manuscript collection, describe it in broad and sweeping terms. Your objectives are to eliminate any ambiguities and to ensure that the permission encompasses the full scope of your needs.
5. The sample signature form at the end of the sample letter is appropriate when an individual grants the permission. [If] a company, such as a publishing house, is granting permission, [Please access the Company Permission Form which has the correct signature block].
6. For More Information about Permissions: Various organizations grant permissions for certain works. For example, the Copyright Clearance Center offers a "Republication Licensing Service" that may prove helpful: www.copyright.com

SAMPLE LETTER (Individual)

[Your Letterhead stationery or return address]

[Date]

[Name and address of addressee]

Dear [insert name if known; if not then type Dear Sir or Madam]:

I am completing a [choose one: thesis, project report, or dissertation] at [University's Full Name], entitled "[insert manuscript title]." I would like your permission to reprint in my [choose one: thesis, project report, or dissertation] excerpts from the following:

[Insert full citation and description of the original work]

The excerpts to be reproduced are: [insert detailed explanation or attach copy].

The requested permission extends to any future revisions and editions of my [choose one: thesis, project report, or dissertation] by ProQuest Information and Learning (ProQuest) through its UMI® Dissertation Publishing business. ProQuest may produce and sell copies of my [choose one: thesis, project report, or dissertation] on demand and will make my [choose one: thesis, project report, or dissertation] available for free internet download through the Open Access publishing method required by California State University, Long Beach. These rights will in no way restrict republication of the material in any other form by you or by others authorized by you. Your signing of this letter will also confirm that you own (or your company owns) the copyright to the above-described material.

If these arrangements meet with your approval, please sign this letter where indicated below and return it to me in the enclosed return envelope. Thank you very much. [Tailor this statement appropriately, if emailing request]

Sincerely,

[Your name and signature]

PERMISSION GRANTED FOR THE USE REQUESTED ABOVE:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Type name of addressee below signature line]

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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4. Describe precisely the proposed use of the copyrighted material. If necessary or appropriate, attach a copy of the quotations, diagrams, pictures, and other materials. If the proposed use is extensive, such as the general use of an archival or manuscript collection, describe it in broad and sweeping terms. Your objectives are to eliminate any ambiguities and to ensure that the permission encompasses the full scope of your needs.
5. [If you are requesting permission from the individual, please use the Individual Permissions form.]
6. For More Information about Permissions: Various organizations grant permissions for certain works. For example, the Copyright Clearance Center offers a "Republication Licensing Service" that may prove helpful: www.copyright.com

SAMPLE LETTER (Company)

[Your Letterhead stationery or return address]

[Date]

[Name and address of addressee]

Dear [insert name if known; if not then type Dear Sir or Madam]:

I am completing a [choose one: thesis, project report, or dissertation] at [University's Full Name], entitled "[insert manuscript title]." I would like your permission to reprint in my [choose one: thesis, project report, or dissertation] excerpts from the following:

[Insert full citation and description of the original work]

The excerpts to be reproduced are: [insert detailed explanation or attach copy].

The requested permission extends to any future revisions and editions of my [choose one: thesis, project report, or dissertation] by ProQuest Information and Learning (ProQuest) through its UMI® Dissertation Publishing business. ProQuest may produce and sell copies of my [choose one: thesis, project report, or dissertation] on demand and will make my [choose one: thesis, project report, or dissertation] available for free internet download through the Open Access publishing method required by California State University, Long Beach. These rights will in no way restrict republication of the material in any other form by you or by others authorized by you. Your signing of this letter will also confirm that you own (or your company owns) the copyright to the above-described material.

If these arrangements meet with your approval, please sign this letter where indicated below and return it to me in the enclosed return envelope. Thank you very much. [Tailor this statement appropriately, if emailing request]

Sincerely,

[Your name and signature]

PERMISSION GRANTED FOR THE USE REQUESTED ABOVE:

[Type name of company]

By:

Title:

Date: