

Model Letter: Streaming Video in Locked Course Online

Today's Date: _____

First Name: _____ Last Name: _____

Street Address: _____

City: _____ State/Province: _____

Postal/ Zip Code: _____ Country: _____

Phone Number: _____ Email: _____

Dear _____,

I am requesting permission to use the following work:

Type of Work: _____ Title of Work: _____

Creator(s) of Work: _____

Publisher: _____ Publication Date: _____

Amount of Work to be Used: _____

This request is for permission to include the above content as part of the following class I am teaching:

Subject: _____ Course Number: _____

Title of Course: _____

This request is for permission to include the above content to use for online instruction behind a learning management secure course shell:

My class is currently hosted on our Blazeview Desire 2 Learn learning management system. We expect to make it available only to students within the course above.

I believe that you/your company, _____, are/is currently the holder of the copyright, because the original work states that copyright is held in your name/the name of the publisher, and my research indicates that _____ owns the copyright. If you do not currently hold the rights, please provide me with any information that can help me contact the proper rights holder. Otherwise, your permission confirms that you hold the right to grant this permission.

Rights Accepted:

(Copyright Holder - Check Rights Accepted)

- One Time Use (can be showed and accessed/viewed one time)
- Indefinite Use (can be used continually)
- Semester Use (can be used only during one semester)

I would greatly appreciate your permission. If you require any additional information, do not hesitate to contact me at the address and number above.

A duplicate copy of this request has been provided for you records. If you agree with the terms as described above, please sign the letter where indicated below and return one copy in the enclosed return envelope.

Sincerely,

Permission is hereby granted:

Signature: _____

Name & Title: _____

Company/Affiliation: _____

Date: _____