

Student Request to Use Copyrighted Material: Letter or E-mail

When writing for permission to use another person's or organization's creative work or to link to a Web page, be sure to do the following things:

- Address a person by name if a name is known.
- Tell the person who you are and that you want permission to use their copyrighted graphic object, photograph, or text, or that you want to link to their Web page.
- Explain where the copyrighted material is located by giving the URL of the Web site, the name of a CD-ROM, or the name of the publication in which you found the material.
- Tell how the material will be used (e.g., on a Web page, in a multimedia presentation, as part of a contest entry).
- Mention that their copyright ownership will be acknowledged. Ask the person to specify the format in which this acknowledgement should be written.
- Ask that you be directed to the proper copyright holder if the person you write does not hold the copyright.
- Ask for a response. Indicate that no response within two weeks will be taken as granting permission.

Example Letter:

100 A-Plus Avenue
Mayberry, USA 00000

Dear Mr. Jones:

My name is John Smith. I am a 5th grade student at Middletown Elementary School in Mayberry, USA. Our school mascot is the tornado. I saw a picture you took of a tornado on your Web page. I would like to use the picture on a *PowerPoint* slide for a project in my class. Mrs. Applepie says that if the project turns out good, our class may enter it in a contest. If we win that, the slides will be put out on the Web. I need your permission to use the picture. Mrs. Applepie says that we will put your name by the picture. If you want us to say something else, just tell me. If we don't hear from you in two weeks, we'll go ahead and use the picture. We can take it off the slide later if you decide you don't want us to use it. My e-mail address is jes@school.k12.mb.us. Please write back.

John

P. S. If this picture really belongs to someone else, let me know so I can send them this letter. (I hope it belongs to you so I don't have to write another letter, though.)