

Information Bulletin #7 Copyright for Archivists

How to get copyright permission

Giving credit to an author or publisher does not entitle you to reproduce a work protected by copyright - permission may also be needed. If permission is necessary, it should be obtained in writing and kept on file.

The publisher is usually the first contact if permission is being sought for a published work. For unpublished work, contact the creator or rights holder directly.

The permission request should include the following elements:

- Describe the material to be used or attach a photocopy of it
- Describe the intended use of the material (e.g., making 25 copies for a seminar, exhibiting the work, publishing in a book)
- Request assistance in identifying the copyright owner if the recipient of the correspondence is not the copyright owner
- Ask the copyright owner to reply to an e-mail message or sign a letter in an identified space and return a copy of the letter to you (provide a return envelope)
- Provide your contact information and encourage the recipient to contact you with any questions
- Provide any other information that is relevant to the copyright owner in deciding whether or not to give you permission
- Follow-up on your permission request at regular intervals