**Permission to Use Copyrighted Material in an Open Educational Resource (OER) Letter Template**

<Date>

Dear <Salutation>:

I am in the process of creating an open educational resource (OER), which is a <type of resource> to be entitled <Title>.. This resource will be made freely available to everyone, regardless of enrollment status with the University of Alberta.

I am requesting permission to include the following excerpt(s) from your <publication(s)/website/film/etc.> in my online educational resource:

<Describe the publication(s)/website/film/etc.>

[Example: Title, Author(s), Editor(s), ISBN/ISSN, Publication Date, Page range(s),

URL, Selection(s), Excerpt Title, etc.]

An acknowledgment will be included in the resource, and I invite you to specify how you would like this acknowledgement to read by completing the “credit line” below.

In order to better incorporate the excerpt(s) into the educational resource, I am also requesting permission to adapt, modify, and build upon the excerpt(s) identified above. If you have any concerns regarding such adaptations or modifications, I would be pleased to discuss what I have in mind.

I will be relying on the authorization you provide by signing this letter as an assurance that I have received all the permission I will require to use the identified excerpt(s) in my educational resource. Therefore, if the copyright in any part of the excerpt(s) is held by another party, please let me know, and please provide me with any contact information you have regarding the rights holder(s).

I would greatly appreciate your permission to use these materials for the purposes outlined. If you have any questions or if you require any additional information about me or this project, please contact me at <phone number and/or email address>. Thanks.

Sincerely,

[Firstname] [Lastname]

[Title]

**AUTHORIZATION**

***I have read, understood, and agree to the above terms. I agree I am the copyright owner of the identified selection(s) or that I am authorized to act as a proxy for the copyright owner.***

|  |  |
| --- | --- |
| Name: | Signature: |
| Title: | Date: |
| Credit Line: | |

Adapted from: http://wikieducator.org/OER\_Handbook/educator\_version\_one/License/Copyright\_clearance