

SAMPLE “GENERAL” COPYRIGHT RELEASE PERMISSION FORM

A form letter such as the following may be used to request blanket permission to photocopy articles from magazines such as Time, Maclean's, Saturday Night, for use in the school library pamphlet file.

Dear:

Our junior high school consists of 450 students, ranging in age from 11 to 14, and 25 teachers. We teach a broad curricula, and our subjects cover many topics. I am asking permission to reproduce one copy of curriculum-related items from (title of journal/newspaper) for use in our school's pamphlet file. These items will be filed by subject area and be accessible to all staff and students for use during their research activities. Each item derived from your (magazine, newspaper, etc.) will be credited.

Thank you for considering this request.