

Request for Permission for Classroom Use

[College Letterhead]

[date]

[Name and address of copyright owner indicated in copyright notice]

Dear _____:

I am a professor of _____ at Georgia Perimeter College. I would like to reproduce and distribute the following material to students in college courses:

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Author: _____

Portion(s) of work to be used: _____

[Describe specifically by pages, sections, chapters, etc...]

This material will be used for [describe purpose]. I anticipate that classes will use this material _____ times per academic year and that each class will have approximately _____ students. I intend to have this material copied using [describe copying process, e.g. photocopiers, offset, etc.]

Copies of this material will be made and distributed only (1) to students in college-related classes, (2) on a nonprofit basis, (3) when, for pedagogical or other reasons, it is not practical to assign the entire work from which this material is taken. We will include your copyright notice in our copies of this material.

While I believe that copying and distribution of this material as described above is "fair use," in the interest of greater certainty I would appreciate your consent. [Delete this sentence if untrue.]

Please indicate your consent by signing the enclosed copy of this letter and returning it to me in the enclosed envelope.

Very truly yours,

[name of professor]

[title]

Enclosure

Consent granted:

[Legal name of copyright holder]

By: _____ [Signature]

Name: _____ [Please Print]

Title: _____

Date: _____