Sample permissions letter for converting dvd/video purchased with departmental funds into streaming video for use in Blackboard or face-to-face classroom.

*Words and phrases in italics are meant to clarify and instruct you as you compile your permission letter.*

Permissions Request

Date:

Contact Name  
Company Address  
Phone/Fax/Email

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We are unaware of the availability of the dvd/video named below in streaming format. I am requesting permission to convert the following *(state which format we have)* DVD/video to streaming format so that when relevant to the course subject, the video may be streamed both into face-to-face classrooms, and our online course management system Blackboard. The online course management system is password protected, so that only enrolled students would have access. In the face-to-face classroom environment, only enrolled students would be present.

Our library owns *(state which format)* a dvd/video of:

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Publishing/Copyright date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Publisher: *(example Films For the Humanities, or History Channel) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

We are seeking permission to convert and stream the video for an indefinite time; however for each specific use, the video will only be accessible for the time period that this video is relevant to the course instruction.

I believe that your company,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, currently holds the copyright to the video, as this is stated on the video packaging. *(or if you have been referred from original rights holder to another company “our original purchase information indicated (name of company)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as the copyright holder but our research indicates that your company, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, currently holds the copyrights.)* If you are not the current copyright holder, please provide me with any information you have that can assist me in contacting the current copyright holder. Otherwise, your permission confirms that you hold the right to grant this permission.

Your permission to convert this video would be much appreciated. Thank you for your prompt consideration to this request.

*(If sending a printed, mailed letter, add this wording)*

For your convenience, a copy of this request has been provided for your records. Please indicate your response on the release form and return to me in the stamped, addressed envelope that I have provided.

Sincerely,

Your name  
Title  
Address, phone, email at Angelo State University