[REQUESTING DEPARTMENT LETTERHEAD]

[DATE]

[COPYRIGHT OWNER NAME & ADDRESS]

RE: Request for Permission for College Use of Copyrighted Material

Dear Copyright Owner:

 I write on behalf of my employer, Alamo Colleges, a 5-college junior college district in San Antonio, Texas, to request from you a non-exclusive, revocable, non-transferable license for my academic use of what I understand to be your exclusive copyright to the work entitled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Work”).

 The portion of the Work that I intend to use is approximately \_\_\_%, consisting of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Portion”).

My intended use of the Portion (“Purpose”) consists of:

\_\_\_\_\_ Using the Portion in my Learning Management System via multimedia courseware.

\_\_\_\_\_Distributing copies of the Portion to students in my classroom and online courses.

\_\_\_\_\_Incorporating the Portion into a new work.

\_\_\_\_\_Streaming the Portion over the Internet or embedding the Portion into an online module.

 I include a duplicate of this letter. I ask that you countersign one copy of this letter & return a copy to me at its heading address to signify that my employer and I may use the Portion of your Work for my Purpose, even should that use exceed the boundaries of the Doctrine of Fair Use under copyright law, subject to your right to revoke that permission with only future effect by your delivery of written notice to me or my employer at such address at any time.

 I agree to make no greater use of this license than would be reasonably appropriate for my Purpose.

 Thank you in advance for your consideration of my request.

 Respectfully,

 [REQUESTING FACULTY NAME AND TITLE]

UNDERSTOOD, AGREED AND LICENSE GRANTED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[PRINTED NAME]

Any other owners of any copyright interest known to request recipient are:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.