



Sample copyright permission request

By the Library Research Support Team

Information

This sample permission request form has been adapted from a template provided in the [Copyright and your thesis guidance, found on the Research Skills website](#) (log-in required). The form is designed to ensure you obtain the correct level of permission needed to publish your thesis in Open Research Online (ORO).

You can adapt this form to use for email requests, or for postal requests if required.

Support

If you require any support with this sample copyright permission request form, please contact the Library Research Support team library-research-support@open.ac.uk

Request for permission to reproduce copyright material

To whom it may concern:

I am preparing a PhD/EdD/DHSC/MPhil [delete as appropriate] thesis and would like to request permission to include your copyrighted material (details below) as part of this. The finished work will be made available in electronic form for educational purposes and will be accessible through Open Research Online – The Open University's online repository (<http://oro.open.ac.uk/>), as well as the British Library's EThOS service (<http://ethos.bl.uk/>).

The material that I would like to include is:

[Include as much information about the material as possible including title, author, date of publication, page reference, URL, etc.]

In accordance with UK Copyright legislation (Copyright, Design & Patents Act 1988), I would be grateful if you could grant me permission to use the material described above for the purposes which I have stated. Could you please confirm your consent in writing to this proposed use of your copyright work(s), including details of how you wish to be credited?

If you do not own the rights in the material, I should be grateful if you could either forward this request to the appropriate person or provide me with the contact details of the rights holder so that I might approach them directly.

