

SUBJECT LINE: Copyright permission request for *(title of article/graph/image/other)*

DATE: *(Date of this permission request – day, month, year)*

Attention: *(Name of publisher or copyright owner)*

I am requesting permission to: *(Indicate as appropriate)*

- SCAN OR DIGITIZE AND DISTRIBUTE TO MY STUDENTS
- UPLOAD TO A PASSWORD-PROTECTED ONLINE COURSE
- UPLOAD TO ELECTRONIC RESERVES
- SAVE ON MY STUDENTS' CD/DVD/MEMORY STICK

the following: *(Provide information for all fields below)*

**Author(s)/Creator(s) of work:** \_\_\_\_\_

**Title of the work:** \_\_\_\_\_

**Year of the work:** \_\_\_\_\_

**City of publication:** \_\_\_\_\_

**Publisher:** \_\_\_\_\_

**Volume, issue, pages of the work:/URL of the work:** \_\_\_\_\_

Approximately ## of BCIT students will access the work during the 20XX WINTER TERM (JANUARY - APRIL) on a BCIT password-protected Web site. The course name is CODE ###

COURSE TITLE: \_\_\_\_\_

No profit will be gained from the use of the work.

Please confirm if permission is granted to use the work. If you prefer to grant blanket permission for the work, please indicate that preference in your response otherwise I will renew my request as necessary.

Thank you.

Your Title, Name, degree/credentials

BCIT Department, faculty

Room number and building name

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