

Permission (Transactional Licensing) Procedures

All permission and transactional material is housed on the shared library drive under the Copyright folder.

Permission is required when an instructor wishes to use print or digital material for which:

1. The use of the material is not permitted through the legal means given by the Copyright Act.
2. The use of the material is not covered through licenses obtained by the college or the library.

See the [Copyright Services website](#) for further information

Copyright holders such as publishers require specific information in order to give permission. Publishers, especially, are usually busy and cannot entertain vague or general requests. It is therefore important for faculty members to be specific in their requests. A form asking for this specific information is in the Copyright folder and one has been provided for faculty on the [Copyright Services website](#) at

As of April 2012, faculty has been encouraged to seek permission through Copyright Services rather through their own efforts. However, a [template letter](#) has been provided for them as a guide should they wish to obtain their own permission:

Further sample template letters can be found in the Copyright folder.

Once the Permissions Request Form has been received the steps are as follows:

1. Input information from form into the Permissions Spreadsheet for tracking (LLC Shared\COPYRIGHT\Permissions 'Permissions Spreadsheet')

2. Create a folder for the requesting faculty member in the "In Process" folder using the naming procedures as follows:
YYYYCOURSECODEINSTRUCTORLASTNAME.
(E.g. 2012GHUM1024Danilo vic) All documents should follow this naming protocol. The protocol ensures documents can be easily retrieved should the need arise to prove permission was granted or if the terms need verification for a subsequent request.

3. Templates are used when sending out Permission requests, they are located at LLC
Shared\COPYRIGHT\Permissions 'Permissions Letter Templates'

4. Once Permission has been completed complete the tracking in the spreadsheet.