# Sample permissions emails

A Professor or TA can send an email to request permission to use an image, chart, or infographic, from a website, a blog, etc. and/or modify to ask permission to use a slide deck, article, cartoon, chapter, a PPT, PDF on a website, etc.…. Requests to other academics and writers are often granted as long as they get credit. Flattery helps, mention how much you like it, how it will be used, and/or how it will increase traffic to their site, expose your students to their content.

This may not be applicable if the content is in a published book/journal. If that is the case, please refer to the DSI CLEAR [Textbook Publisher Copyright Permissions Guide](https://clear.unt.edu/teaching-resources/copyright-guide/textbook-publisher-copyright-permissions-guide) and any copyright notices in the content itself.

## Permission Email for use of images/charts/infographic or other:

I am writing from the University of North Texas (**MODIFY AS NEEDED**: **on behalf of a professor, who would like**/ **to ask)** to use one of your **images/charts/infographic** in a course entitled \_\_\_\_\_\_\_. This is an online course and only enrolled students and faculty have access to the content. The **images/charts/infographic** is available at

(**Provide website and snip of images/charts/infographic)**

The students are given copyright training at the outset of the course as follows: Copyright Notice **Materials used in connection with this course may be subject to copyright protection.  Materials may include but are not limited to documents, slides, images, audio, and video.  Materials in this course Web site are only for the use of students enrolled in this course, for purposes associated with this course, and may not be retained for longer than the class term. Unauthorized retention, duplication, distribution, or modification of copyrighted materials is strictly prohibited by law.  For more information, visit the UNT Policy Office or Copyright.gov.**

I wanted to request permission to include this in the course with the credit line above, an active hyperlink, or in any means you prefer. This would be an excellent addition to the course we’d love to share with the students. Please let me know if this would be acceptable with credit given.

Best,

## Modified Email/For More accessible content:

**You can also ask for accessible versions of content if that is a problem you see. For example, there is an inaccessible PDF at a hyperlink which you want to include in the course, and you are looking for a better option to share that valuable content:**

I am writing from the University of North Texas on behalf of a professor here, who would like to direct her students via a hyperlink to your site in order to have them take a look at the (**XXXX)** content located online for download at (**XXX) (provide hyperlink to site hosting PDF link).** She is planning an online course entitled (**XXXX)**. Only enrolled students and faculty will have access to the content.

Her concern is that the link reaches a PDF document (**XXXX/link direct to PDF)** which is not an issue for the bulk of the students who would be going to your website. However, due to recent increases in litigation over accessibility in online university courses, and websites in general, we are very concerned about whether we can provide the content on an equal basis to the students who might have registered a disability with our Office of Disability Administration. There is no accessible version online as far as I can tell – for example, an HTML of the content or a word document of the content might be more accessible.

This particular PDF has a good number of issues – when running a basic accessibility checker these are the results: (**snip of errors, or just say it has a good number of issues**)

Do you have any way of helping in this regard? Does this content come in any other format that we might be able to link to, or with your permission, hold to the side only in case of a need by a student with a visual or other impairment to where they need assistive technology.

As always, our students are given copyright training at the outset of the course as follows:

**Copyright Notice: Materials used in connection with this course may be subject to copyright protection.  Materials may include but are not limited to documents, slides, images, audio, and video.  Materials in this course Web site are only for the use of students enrolled in this course, for purposes associated with this course, and may not be retained for longer than the class term. Unauthorized retention, duplication, distribution, or modification of copyrighted materials is strictly prohibited by law.  For more information, visit the UNT Policy Office or Copyright.gov.**

Thank you so much for your kind assistance, we really would like to make the resource available in some way to all students.

Best,

## Additional Assistance Needed?

* Additional resources are available at the [Copyright Guide | Center for Learning Experimentation, Application, and Research (unt.edu)](https://clear.unt.edu/teaching-resources/copyright-guide).
* You can also [submit a consultation request](https://clear.unt.edu/services/course-development/clear-course-design-accessibility-andor-copyright-consultation-request) or email [CLEAR.Copyright@unt.edu](mailto:CLEAR.Copyright@unt.edu)