

Figure 1: Request form to secure copyright permission for Local History On-Line digitization/web publication

(Library letterhead here)

(Date here)

Dear Mr. (copyright holder/contact name here):

McMillan Memorial Library has always considered providing access to local history an important part of its public service mission.

To meet that objective, the Library has become a leader in making information from important documents and books—especially if rare, fragile or unique—available to our patrons here and around the world by digitizing the text and images from such items and:

- electronically publishing them on the World Wide Web and/or
- copying them on CD-ROMs that patrons can check out and use on their home computers, and/or
- printing hard copies of these items in limited quantity so fragile original copies can be safely stored away.

The Library has already done this with a number of items, including:

- a 1930s-era history of Wisconsin Rapids (the “Tom Taylor Book”), of which the original was in the Library's possession,
- a staff member's collection of local postcards for which we received permission to publish,
- six early area city directories in the public domain, and
- a study of Wood County place names originally published by the University of Wisconsin Press that had gone out of print and had become a rare and fragile item.

You're welcome to view our "Local History On-Line" efforts to date on the World Wide Web at http://www.scls.lib.wi.us/mcmillan/local/local_history.html

We have also sought out other materials of importance to those interested in Wood County's past. We have been especially interested in items that:

- discuss an important aspect of Wood County history,
- present local history through images as well as text,
- are currently difficult for researchers to locate and use because they were originally published in limited quantity, because existing copies are fragile, because the original is out of print, and/or they were published in formats (like brochures or pamphlets) that made them difficult to catalog, make available and preserve.

We believe that (title name here) is a work important enough that we would like to make it available to the world through our site on the World Wide Web.

Even though there is no copyright specified in this book, we would like to have (copyright holder's name here)'s approval to undertake this project. That way, if any questions are raised in the future about permission for putting the (title name here) book on the Web, we can say that we have made a good faith effort to contact parties originally involved in publishing the book.

We are asking for your approval to do the following with (title name here):

--Scan the content into digital format,

--Electronically publish the content on the Library's World Wide Web site, from where researchers worldwide would have the ability to use the information from the book,

--Copy the electronic files of the book's content onto CD-ROMs or produce print copies that could be then circulated to the public for their use.

--Produce copies that could be sold to patrons if they desire copies of their own; revenues generated by such sales would only be sufficient to recover the costs of producing the items themselves, which would obviate the need for assessing royalties or other copyright holder compensation.

As a record of your approval of this project, we will ask you to sign and date on the space provided below and return the form in the self-addressed stamped envelope enclosed. A second copy of this letter is enclosed for your records.

We are not asking for exclusive rights to the content of these works. You may authorize others to publish these works electronically and/or physically.

We would be more than happy to make a presentation to (copyright holder's name here), to show what the (title name here) would look like on the World Wide Web, and then discuss any questions you might have about our project. Please let me know if you have any questions at all regarding the above, and thank you for your consideration.

Sincerely,

(Library representative's name and title here)

I hereby agree to the terms stated in this letter with my signature below.

Name

Date