

Central Virginia Community College Policies
VI – Academic Services Assisting Instruction
Sample Request for Permission to Digitize Images

Use College letterhead stationery.

Date

Permission Department
Biological Productions
Mt. Vernon, CA 98876

Dear Sir or Madam:

As a faculty member of Central Virginia Community College, a nonprofit higher education institution of the Commonwealth of Virginia, I would like permission to use five slides from one of your collections. I plan to digitize the slides and use them in combination with other images in a PowerPoint presentation to show the development of a tree to General Biology students.

Title:	TREES AND THEIR IMPORTANCE
Collaborator:	William M. Harlow. <u>Slide Collection # 2392</u>
Materials to be duplicated:	Slides 45 through 49
Type of Reproduction:	Digital copies will be made.
Number of Copies:	Only one copy will be made of each frame.
Use to be Made of Copies:	The five images will be shown in sequence within a PowerPoint presentation.
Distribution of Copies:	The PowerPoint presentation will be shown to three classes of General Biology students. Average class size is 25.

Enclosed for your convenience is a self-addressed stamped envelope. Please let me know what conditions, if any, apply to this use.

Sincerely,

Joe Smith
Professor, Biology

Permission granted: _____

Signature

Date

Conditions, if any: