<insert name and contact details>

<insert date>

North American Space Agency

Public Communications and Inquiries Management Office, NASA Headquarters  
Suite 5K39, Washington, DC 20546-0001  
(202) 358-0001 (Office) 202) 358-3469 (Fax)

Dear Sir/Madam,

**RE: Request for permission to reproduce image in <insert publication name or proposed use of material>**

**Material to be reproduced:**

**Title**: Symmetry in Shadow

**URL if applicable**: http://photojournal.jpl.nasa.gov/favorites/PIA08358

**Copyright owner**: North American Space Agency

I plan to use the image of Saturn (catalogue number: PIA08358) found on NASA’s ‘photo journal’ site at the URL stated above as part of my <insert publication name or proposed use of material>.

<insert further details of proposed use, precisely described, including the duration of use, form of distribution (e.g., University or student webpage; multimedia presentation; dissertation; printed publication).>

In reproducing this material, I will acknowledge NASA as the copyright owner with a full citation. If you have any particular attribution requirements, could you please let us know?

If NASA does not control the copyright in this item, I would be grateful if you were able to advise me as to whom I might contact for this permission.

Thank you for giving this request your consideration. I look forward to hearing from you in the near future. Please feel free to contact me if you require further clarification.  
  
Kind regards,

<insert signature>

For your convenience I have included this form so that you can answer by return email or fax by deleting the inappropriate responses. I will treat this as the formal response from NASA*.* I have enclosed a self-addressed envelope for your convenience in replying to this request.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title**: Symmetry in Shadow

**URL if applicable**: http://photojournal.jpl.nasa.gov/favorites/PIA08358

**Copyright owner**: North American Space Agency

**Author**: Cassini Mission

I,\_\_\_\_\_\_\_\_\_\_, as an authorised representative of NASA which holds the publication rights to the material stated above,give permission for this image to be reproduced in <insert publication name or proposed use of material> subject to the following conditions:

1. That NASA is acknowledged as the copyright owner of the image with a full citation, and;

2. That the material is not used for commercial gain at any time.

Signed, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please sign here)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please print name here)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

Please indicate agreement for this use by signing and returning the following proforma. In signing, you verify that you control the rights granted and that your material does not infringe the copyright or other rights of anyone.

**How to set up your permission letter:**

|  |  |
| --- | --- |
| Your Details | In the top right corner place your name, the address which you want the permission letter to be sent and you email address and fax number. You want to give the copyright owner as many possibilities as possible to send this back to you. |
| The date | Underneath your details, on the left-hand side of the page. |
| The address of the copyright owner. | Underneath the date, place the address of the copyright owner. |
| Tell them what the letter is about. | Title of the letter i.e., Request for permission to use material. |
| Give full details and citation of the material. | This should include date of creation or publication, author, publisher, copyright holder if different from the author or publisher, title of the material, if it is in a book the page numbers, if it is online the URL, volume/issue, edition etc. |
| Explain what you are asking permission for. | What do you want to do with the material? Communicate it online for open access worldwide public access for non-commercial use? Is it to go on LMS? Are you placing it in course materials? |
| Number of copies. | How many copies will you make of the material? i.e., 5 copies will appear in various student presentations OR 1 copy online with 50 students accessing OR 1 copy will appear online for worldwide public access. |
| Distribution | How many people will be able to use it? Is access restricted to university staff and students, to a particular group of students, to only yourself and your supervisor or for worldwide public access of the internet or will be commercially published? |
| Use | Who will it be used by, students only, staff only, research group? |
| Price | If you are intending to sell the material, how much will you charge, and will it be for cost-recovery or for commercial gain? Remember that you have more of a chance of gaining free permission if you are not gaining commercially from it. |
| Expected publication date | When do you expect to publish or reproduce the material? When will it go online, when will you make the copy to go in your course notes of thesis? |
| Target Market | Who is your audience? |
| Duration of use | How long will you use this material? One semester, a year, ongoing, in future editions and revisions of publication etc. |
| Acknowledgement | It is worth telling the copyright owner that you will acknowledge them with a full citation and that you will adhere to any particular attribution requirements that they have. |
| Make sure they own copyright | You must give an opportunity to tell you that this person or company does not own copyright in this material. BUT if they don’t, it is useful to ask them if they know who does. |
| Thankyou | Thank them for their time and for giving your request consideration. Give them the opportunity to contact you for any further information or clarification. A self-addressed envelope is worth including. |

**How to organise the proforma:**

|  |  |
| --- | --- |
| Their name | They MUST write their name on the proforma. |
| They are authorised to do this. | They MUST be able to sign that they are an authorised representative or the company who can give permission for you to use copyright material. |
| That this company or person owns copyright. | They MUST own copyright to be able to give you this permission |
| What is the permission for? | What are you asking permission to do?  e.g., To place one copy of the image stated above online for worldwide public access on the University’s institutional repository. |
| Conditions of the permission | What are the copyright owner’s conditions on you using this material? That they are acknowledged with a full citation, that it is not for profit use only etc. Each condition should be its own bullet point. |
| A space for them to sign | They must sign the permission, print their name, and date it. |
| Indemnity clause | Tell them what they are signing:  In signing you indicate your agreement for the use stated above and you verify that you or your company control the rights granted and that your material does not infringe the copyright or other rights of anyone else. |