

## REQUESTING PERMISSION FROM THE COPYRIGHT OWNER

If you use published material of any kind be sure to **get permission** and **give credit**. Published work can appear as hard-copy or electronic or web-content. The medium is irrelevant as long as it is “tangible”. Web pages and images are tangible files.

We will discuss copyright in some detail in this course. Even if you don't see the copyright symbol and notice, the image or other material is nonetheless probably copyrighted. It doesn't hurt to ask, and you run the risk of being accused of plagiarism or copyright infringement if you don't.

If you want to scan an image from a book or journal/magazine, or copy the image from an on-line publication you request permission from the publisher. Most journals and magazines (such as *Chemical and Engineering News*) include an address for the purpose. If you want to copy an image from someone's website, look for the e-mail address (mailto link) of the site owner.

When you write the message, either as a business letter or an e-mail message, give all pertinent information such as your name, the fact you are a college student, the purpose for which you wish to use the copyrighted material, and the URL of the website. Be prepared for a negative answer or demand for payment!

Here is an e-mail message I received requesting my permission. You can use a similar message.

I would like permission to use the image of the molecular model of urea found on your web site at <http://classweb.gmu.edu/sslayden/graphics/urea.gif>  
I have modified the background slightly. The image will be used in a senior veterinary student's clinical pathology clerkship paper titled "Blood Urea Nitrogen (BUN) Concentration in Dogs". This paper can be found at the address below if you would like to see it in context.  
<http://www.vet.uga.edu/vpp/clerk/mckee/index.php>  
There is a source acknowledgment at the bottom of the paper and I have included a link to your site. Please let me know if you would like the wording changed.  
The University of Georgia is a nonprofit educational institution.  
Sincerely,  
xxx  
Web Designer  
Department of Pathology  
College of Veterinary Medicine  
The University of Georgia  
Athens, Georgia 30602-7388 USA

The above is only an example to show you how such a request could be phrased.

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Below is an example of very thoroughly explained requirements for using images and content from a website I once visited. You should look for similar usage requirements whenever you contemplate copying images from the web.

### Images

All images at PLANTS are free for *non-commercial* scientific and educational uses. Conditions of use vary as follows, and acknowledgement is required:

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**Acknowledgement:** *Any use of any PLANTS image requires proper credit to the photographer or illustrator, copyright holder, institution, and the PLANTS Database. Here are two examples of appropriate acknowledgment:*

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NPDC @ PLANTS Database

Robert Mohlenbrock  
USDA, NRCS, 1997 - Northeastern Wetlands Flora  
@ PLANTS Database

**Linking:** Linking to images requires no permission, and we welcome it.



#### Plant Information

Our plant information, including the distribution maps, lists, and text, is not copyrighted and is free for any use. We would appreciate your courtesy in acknowledging the Data Center and the database when using or reproducing any of these data, and also recognizing the contributions of the following specialists:

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If you have not yet received permission after asking, put this: [Copyright Their Name. Permission requested. Linked webpage.](#)