**REQUEST TO USE COPYRIGHTED WORK IN a K-12 OER**

**Date of request:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Background to the request :**

I am \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [*full name and profession*] at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[*school, school board, province and country*] and I am creating an Open Educational Resource (OER) for my students.

"Open Educational Resources (OER) are teaching, learning and research materials [...] distributed under an open license that permits access to, use, adaptation, reuse and redistribution by others without restriction [sic] or with minimal restrictions." (source: UNESCO) To find out more about OER: www.fabriquerel.org.

My free educational resource is about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [*OER topic*] and takes the form of an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [*OER format*]. It will be used as part of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [*subject matter course*] course offered to students in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [*grades*]. It will initially be made available via the Camerise site for French as a second language resources (camerisefsl.ca).

See attached extract of my OER (mock-up, screenshot or hyperlink).

**Work requested**

In my free educational resource, I would like to include the following work or excerpt:

| Title |  |
| --- | --- |
| Author(s) |  |
| Copyright Holder(s) |  |
| Year |  |
| ISBN (if available) |  |
| URL (if available) |  |
| Extract or part of the work |  |
| Other known information |  |

**Permission requested**

**1.** To include the above-mentioned work in my free educational resource, I wish to obtain permission from the person or entity holding the copyright to :

* Use and reproduce in any medium
* Translate into another language
* Adapt
* Modify (See question #2 below.)
* Distribute under a free Creative Commons license \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [specify license (e.g. CC BY)]
* Other (specify) :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2.** So that I can modify and include the above-mentioned work in my free educational resource:

a. Do you agree to waive your right to the integrity of the work? YES / NO

b. Do you authorize your work to be modified for any purpose? YES / NO

Here is the proposed reference to your work that would be included in my OER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If this is not suitable, please tell me what you would like to see indicated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Questions or concerns**

If you have any questions or concerns about this request, I'd be happy to discuss them with you. Here is my contact information:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorization**

I understand and accept the above conditions. I confirm that I am the copyright owner of the work applied for or authorized to act as a copyright agent.

*Please sign this form in duplicate, return one copy to the applicant and retain the other.*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*If the copyright in the work or in an extract from the work is held by another party, please inform me and, if possible, provide me with the contact details of the copyright holder(s).*