



Permission to Digitize Materials

I, <name of individual granting permission>, grant VCU Libraries the following non-exclusive perpetual rights to <Title of collection to be digitized> (“the work”) for its library collection in order to promote scholarship for personal study and not-for-profit educational uses:

1. to make a digital reproduction of the work(s) and to retain the digital reproduction
2. to display digital reproductions of the work(s) via the Internet or successive technologies
3. to distribute single copies of the digitized work to library users for educational and research purposes. (Reproduction fees may be charged according to the VCU Libraries fee schedule.)

The following statement should accompany the digitized work (unless the work is already in the public domain or Creative Commons Licensing is selected in the Addendum):

Copyright <Name of Organization or Individual>

<Name of organization or donor> is the copyright holder of the work with the right to make this authorization because the copyright (please initial):

- _____ was obtained as the original author or publisher;
- _____ was transferred by the publisher or other legal owner;
- _____ was transferred by gift, divorce decree, or inheritance;
- _____ other (please specify)_____.

The work does not, to the best of my knowledge, infringe or violate any rights of others. I have obtained all necessary rights to permit VCU Libraries to reproduce and distribute the work and that any third-party owned content is clearly identified and acknowledged within the work.

<Name of individual granting digitization permission>

<Title>

<Name of Organization if applicable>

<address>

Date

Optional Addendum (initial please)

____ I dedicate the work to the public domain. I understand that dedicating a work to the public domain means that there is no longer copyright protection on the Work and the Work may be reproduced and distributed without my permission or any compensation to me forever.

<http://creativecommons.org/publicdomain/zero/1.0/>

____ I choose to release my work to the public under the terms of the Creative Commons Attribution 4.0 license. This license lets others distribute, remix, tweak, and build upon your work, even commercially, as long as they credit you for the original creation.

<http://creativecommons.org/licenses/by/4.0/>

____ I choose to release my work to the public under the terms of the Creative Commons Attribution NonCommercial 4.0 license. This license lets others remix, tweak, and build upon your work non-commercially, and although their new works must also acknowledge you and be non-commercial, they don't have to license their derivative works on the same terms.

http://creativecommons.org/licenses/by-nc/4.0

____ I choose to release my work to the public under these specific terms:
