



Little Green Olives

PERMISSIONS

How to collect permission from copyright owners

DESCRIPTION

If you want to use words or pictures you will need to obtain permission

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Writer Resources



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If you want to use words (including those on websites) or pictures (photographs, hand drawings, digital creations etc) you will need to obtain permission from the owner. You can't just use someone else's work without first asking them if it is okay to do so, not even if you reference or acknowledge them.

To ask permission to quote from a work or to use someone else's illustration, firstly you need to find out who owns the copyright. If you want to quote from a book, it is straightforward to find out who owns the copyright – you just need to contact the publisher. You can find out who the publisher is from the information contained at the front or at the back of the book. There is information about how to go about requesting and obtaining permission on some publishers' websites, otherwise you will need to email or write to them.

When you contact the publisher you will need to let them know exactly what it is you would like permission to use and for what purpose. For example, if you want to quote a couple of sentences from a book, you will need to advise the publisher of the exact words you wish to use and where you are quoting them from.

If you would like to use an illustration created by someone else, you will need to ask their permission and obtain their permission to use it.

Once you have obtained permission, you will need to keep an accurate record of it. There is a table on the following page which you may like to use to record the permissions you obtain.

You can also find out further information about copyright and permissions from the Australian Copyright Council <http://www.copyright.org.au/>



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Permissions

I confirm that I have obtained permission from the relevant copyright owner to use a reproduction of/extract from his/her work in (Title of your publication).

I have completed the table below and have attached a copy of the notice(s) of permission.

Signed.....

Date.....

Reference number	Description	Copyright owner	Permission granted (Please attach)
E.g. <Photograph # 1>	Girl with dog	Fairfax	Yes (see letter of confirmation)
E.g. <Quotation from XXX book>	Words you wish to use	Penguin Books	In progress

Please continue on a separate sheet if necessary.