



## GCS Web Publication Copyright Permission Form

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Whenever a student or staff member wishes to "re-publish" someone else's writing or graphics on a Guilford County Schools web site, explicit permission must be obtained from the owner of copyright or evidence must be provided that the materials are "in the public domain." To obtain this permission you must fill out the form below and send it to the Site Owner. A reply from the Site Owner that grants permission should be printed out and presented along with any web pages being submitted to the GCS Web Manager for publication. Every web page containing such items must provide full credit to the source, indicate that permission was granted and include a notice clarifying that all rights are still reserved by the copyright owner.

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### Guilford County Schools Web Publication Copyright Permission Request Form

Name of Site \_\_\_\_\_

Name of Site Manager \_\_\_\_\_

e-mail address of Site Manager \_\_\_\_\_

URL(s) (addresses) of Web page containing desired item

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

Dear \_\_\_\_\_:  
(Site Manager Name)

I am a \_\_\_\_\_ in Guilford County Schools creating web pages  
(student or teacher)

for a school project. My school is \_\_\_\_\_ . My

address is \_\_\_\_\_ .

We are currently engaged in a project  
which \_\_\_\_\_

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(insert description of the project and its goals here).

While doing research for this project, I visited your excellent site and was very much impressed with what you have done. I am interested in gaining permission to "re-publish" the following material from your Web site on our school's Web site:  
(Describe items below)

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Are you the holder of a copyright for these materials?

Yes  No

If you are not the holder of a copyright, can you identify the owner and supply an e-mail address so that I may contact the owner?

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If you are the holder of copyright, may we "republish" these items, including at the bottom of the web page a clear notice that we are "re-publishing" the item with your permission, with all rights reserved?

I give my permission.

I do not give my permission.

Please write the words you wish for us to place at the bottom of the page describing your copyright restrictions.

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Thanks so much for your time and assistance. We appreciate your contribution to the development of excellent content on the Web.

Please send back this whole message with you name and title at the bottom so that we can identify the source of permission.

Sincerely,