INSTRUCTION ON OBTAINING PERMISSION TO USE COPYRIGHT MATERIALS

Often we get "ideas" by observation of other's works of art, crafts, recipes, etc. It is very important to give credit to those individuals or companies who have created materials, resources, logos, trademarks, photographs, etc. that you may want to incorporate into a 4-H exhibit for a county fair. In many cases requesting permission can do this.

The section below provides a sample letter, which you should modify to meet your particular need. This permission is needed when an item made by you is going to be on public display. **Getting permission to use someone's work often takes a long time. Act today.**

You will want to send two copies of your letter to the person or company from whom you are requesting permission. They will keep one copy and return the other to you. You should also send a self-addressed , pre-stamped, envelope to aid in their convenience to respond to you. **Remember they do not have to grant you permission, but if you explain fully how you plan to use their work, they are more likely to grant permission.**

It is important to remember that giving credit to someone else is very important in any area of your work. In written papers, it may be through the use of footnotes; with exhibit items, credit and permission are included in the accompanying folders. As you put your ideas together, be sure to keep a list of where you get your ideas. If it is a book, magazine, or other printed material, include the name of the publication, the issue, volume, year, and page number from which it was taken. This type of documentation supports your efforts to give credit to the original individual or source.

Remember, when in doubt, ask permission.

Sample letter for copyright/trademark use

Address
City, State, Zip
Date

To Copyright Holder
Street Address or Box No.
City, State, Zip

REQUEST FOR PERMISSION

Dear Copyright Holder:

I am a 4-H member in _____ County, Iowa. 4-H is a non-formal youth education program connected with Iowa State University Extension. I am learning about _____ (drawing, sculpting, welding, quilting, etc.) in my 4-H activities.

I would like permission to use _____ (your logo, trademark, copyrighted ad, painting, etc.) in my _____ (watercolor, pencil sketch, pottery, quilt, woodworking, etc.) item.

Material to be used: (your logo, trademark, copyrighted ad painting, etc.)
Taken from: (sports item, tractor, packaging container, magazine, or book, including publisher, date, page, etc.)

My finished item may be exhibited at the _____ County Fair and Iowa State Fair in the 4-H (visual arts, etc.) show. This item will not be sold or reproduced to profit.

Please sign both copies of this form as provided below and return one to me in the self-addressed, stamped, envelope enclosed. If you have any additional conditions of use, please include at the bottom of this form.

If you are not the holder of these rights, please advise me of the name and address of the correct party I should contact.

Sincerely,

4-Her's Name typed below signature
Enclosure: SASE, copy of form

____Permission is granted as stated above. ____Permission is not granted

Printed Name Title Company

Signed Dated

The credit line should read: _____

_____