

# Siena College

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TO: Permissions Department

Dear Sir or Madam:

In conjunction with a course I am teaching at Siena College, I would like to place the following material on:  
\_\_\_\_\_ the library's electronic reserve system      or      \_\_\_\_\_ hard copy reserves

Citation: \_\_\_\_\_  
\_\_\_\_\_

This request is for the semester/session of [year] and for the following course:

Department: \_\_\_\_\_ Course number and title: \_\_\_\_\_

Section number: \_\_\_\_\_ Number of students in the class: \_\_\_\_\_

I would greatly appreciate your consent to my request. If you need any additional information, please contact me. A duplicate copy of this request is included for your records. If you agree with the terms as described above, please sign the release form below and send one copy with the self-addressed return envelope I have provided or by fax. You may also email your response, if more convenient.

At the end of the above-mentioned semester/session, the material will be removed from the Standish Library reserves. For our electronic reserves, Siena College uses Docutek's E-Res, through which only students enrolled in this course will have access to the material. They must enter a password to access the material on- or off-campus. They will be able to download and/or print the material, but the electronic reserves system gives a clear warning to all users about copyright infringement. If you are not the copyright holder for all of the material mentioned above, I would appreciate any contact information you can supply for the proper copyright holder(s). Otherwise, your permission confirms that you hold the right to grant the permission requested here.

Sincerely,

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

Mailing address: \_\_\_\_\_

Email address: \_\_\_\_\_ Fax: \_\_\_\_\_

Permission granted for the material as described above:

Agreed to: \_\_\_\_\_

Name & title: \_\_\_\_\_

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