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**Copyright Office**

McPherson Library

Room 408

Date

Department  
Address

Dear Sir/Madam,

Re: Permission to digitize and archive …. in the University of Victoria’s institution’s digital repository

I am writing on behalf of the University of Victoria, to request permission to digitize and archive/deposit a digital version of …. in the University of Victoria’s institutional repository, UVicSpace (https://dspace.library.uvic.ca:8443) for educational and research purposes.

UVicSpace, is an institutional repository maintained by the Library, for research and scholarship emanating from the University of Victoria. A single electronic version will be archived and become available for viewing by visitors to the site. A link directing users to the UVicSpace will created in the Library Catalogue. For more information about the repository or its policies, please contact Inba Kehoe, Coordinator, Institutional Repository, by email at [scholcom@uvic.ca](mailto:scholcom@uvic.ca).

Permission is requested for the following material:

**Citation to article/title/book/report**

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Please sign and return the attached License Agreement if you will permit the above work to be included in UVicSpace, University of Victoria Libraries Institutional Repository. If you have any questions or concerns, please contact me.

If you don’t have the ability to grant these rights, I would appreciate any information on who could.

Thank you in advance for your assistance with the above request.

Sincerely,   
Inba Kehoe, Copyright Officer

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We request permission for the use of the above copyright work by the University of Victoria, British Columbia, Canada for the purposes described in the letter, to:

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"I confirm that I am the copyright holder for this work, or have authority to grant permission to use the work, and that I grant permission for the use of the work by the University of Victoria, British Columbia, Canada according to the terms indicated in this letter.

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Signature

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Position Title

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Date Signed