Faculty Publications Workflow: Permissions Request Template

# Overview

These templates form the basis for unsolicited permissions requests via email. Each template is tailored to the version of the paper being requested. You can include as much or as little contextual information as you think appropriate for the intended audience as long as the key requirements are included. Small modifications where the author is already a cIRcle contributor are recommended such as providing the URI (cIRcle handle) to one of their existing item records in Open Collections—if the statistics demonstrate modest engagement (i.e. more than 20 downloads in the past six months), include those as a point of interest.

# Postprint

Dear **[Faculty name]**,

Congratulations on your recent publication! I am writing from the University of British Columbia Library to request permission to deposit the accepted manuscript version of your article in [cIRcle](http://circle.ubc.ca/), UBC’s open access digital repository.

The article(s) in question is:

**[Insert Citation Here]**

***[Journal name]***allows the **author’s** **accepted manuscript** **(*postprint*)** version to be archived in institutional repositories **[with a XX month embargo (if applicable].** This version contains all revisions made during the peer-review process. It does not, however, reflect any layout or copy editing done by the publisher. [This is also one of the two versions accepted by the [Tri-Agency Open Access Policy on Publications].](https://www.ic.gc.ca/eic/site/063.nsf/eng/h_F6765465.html) With your permission, we would like to include the article in cIRcle’s [UBC Faculty Research and Publications Collection](https://open.library.ubc.ca/cIRcle/collections/facultyresearchandpublications).

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1. Complete the cIRcle non-Exclusive Distribution License form: <http://circle.ubc.ca/submissions/license-form/>
	1. In the form, be sure to fill out the “CC” box with [your email address] to make sure I receive a copy.
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Advantages of uploading your article in cIRcle:

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* Permanence: Each archived article is given a permanent URL & DOI to be shared and used in perpetuity.
* Compliance: Fulfills requirements for the [Tri-Agency Open Access Policy on Publications](http://www.science.gc.ca/default.asp?lang=En&n=F6765465-1).

If you have questions or would like more information about cIRcle, please don’t hesitate to contact me. Thank you for helping us share your research with the world!

Sincerely,

[Sender Signature]

# Preprint

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***[Journal name]***allows the author’s **author’s submitted (preprint)** version to be archived in institutional repositories **[with a XX month embargo (if applicable).]** The preprint is the author’s original submitted manuscript, prior to peer review and publication. With your permission, we would like to include the article in cIRcle’s [UBC Faculty Research and Publications Collection](https://open.library.ubc.ca/cIRcle/collections/facultyresearchandpublications).

To deposit your article into cIRcle:

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	1. In the form, be sure to fill out the “CC” box with [your email address] make sure I receive a copy.
2. Email a copy of the **author’s submitted manuscript (preprint)** version of the article to [your email address].

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Sincerely,

[Sender Signature]

# Publisher Version

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The article in question is:

**[Insert Citation Here]**

***[Journal name]***allows the **publisher** version to be archived in institutional repositories **[with a XX month embargo (if applicable).]** The published version is the final version of the article that appears in the journal, with copyediting and formatting provided by the publisher.With your permission, we would like to include the article in cIRcle’s [UBC Faculty Research and Publications Collection](https://open.library.ubc.ca/cIRcle/collections/facultyresearchandpublications).

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[With or without embargo]

1. Complete the cIRcle non-Exclusive Distribution License form: <http://circle.ubc.ca/submissions/license-form/>
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[Sender Signature]