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. Small modifications where the author is already a cIRcle contributor are recommended such as providing the URI (cIRcle handle) to one of their item records—if the statistics demonstrate modest engagement (ie more than 20 downloads in the past six months), include those as a point of interest.

# Postprint

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Sincerely,

[Sender Name]

Digital Repository Submissions Assistant

Walter C. Koerner Library

1958 Main Mall, Vancouver, BC Canada V6T 1Z2

<https://circle.ubc.ca>

circle.operations@ubc.ca

# Preprint

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# Publisher Version

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***[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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