**Date**

**Rights Holder Name and Address**

Dear [Sir or Madam] [Name, if known]:

We are in the process of preserving the Local History Collection at the Plainview-Old Bethpage Public Library. This preservation includes digitizing videos from their current VHS formats, transferring and saving them to removable storage media (such as USB flash drives, DVDs, etc), and uploading them to our library YouTube channel. We would like your permission to include the following material[s] with this project:

*Video title and brief description*

This project will be used strictly for preservation and historical purposes. It will be accessible by the public, through our website and YouTube channel.

If you do not control the copyright on all of the above mentioned material, I would appreciate any contact information you can give me regarding the proper rights holder(s), including current address(es).

Otherwise, your permission confirms that you hold the right to grant the permission requested here.

Permission includes the rights to: digitize the aforementioned material[s], transfer them to removable storage media, and to post the material[s] to the Plainview-Old Bethpage Public Library’s YouTube channel. The Plainview-Old Bethpage Public Library is a non-profit institution and does not seek any profit or financial benefit from this project.

I would greatly appreciate your consent to my request. If you require any additional information, please do not hesitate to contact me. I can be reached at:

[Contact information]

If you agree to the terms as described above, please sign and return this release form.

Sincerely,

[Signature]

[Typed name]

Permission granted for the use of the material as described above:

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

Name & Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company/Affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_