

Web2Rights

Top Tips for Requesting Licences from Third Parties Whose Content/Technology You Wish to Use

You may often find that when you want to ask for permission to use content and/or technology from a third party, you can present them with your own model licence or use their licence.

- Before you start, clarify what you want to do with the content/technology; for how long; who you want to allow access the content/technology; and how and for what purpose your users will be able to use it.
- Make sure that the licence granted to you reflects this.

Do not forget:

- Different audiences may require a different versions of the same licence.
- Owners will not be grateful for a 20 page licence!
- Ensure that you understand your obligations to JISC – i.e., your outputs need to be made accessible wherever possible, for free, perpetual, unlimited usage in HE/FE (for content) or under Open Source principles (for technology) – this usage needs to be reflected in the licence.
- Ensure that any licence that you issue is fit for purpose: if it does not do what you want it to do, then find
- or develop another one that is more appropriate.
- Think about the rights that you need, how long you need them for, and the rights that the content/technology supplier retains.
-
- Don't ask for more than you anticipate you need.
- Permission can be obtained in different ways, such as a faxed back agreement, email, or counter signed letter. It is safest to have the confirmation in a letter or a fax.
- Make sure that the person/body who signs the licence or otherwise says 'yes' to what you ask for is authorised to grant permission (i.e., they are the owner of the rights, or have the authority to sign on behalf of the owner of the rights).