



COPYRIGHT CLEARANCE FORM

Copyright Clearance Unit (CCU), Library
The Open University of Sri Lanka

Instructions: "✓" where applicable and give details.

Name of applicant	Prof. / Dr. / Mr. / Ms.		
Designation			
Department			
Email address			
Document type			
• Chapter Article/s from a published Book		Full reference	
• Journal Article		Full reference	
• Reports		Full reference	
• Motion media (Videos, Movies, excerpts from television shows etc.)		Full reference	
• Audio (music, lyrics music videos etc.)		Full reference	
• Photographs/Images		Full reference	
• Graphics/Illustrations		Full reference	
• Numerical data sets, Statistical reports		Full reference	
• Computer Programme/simulation		Full reference	
• Other (<i>please specify</i>)		Full reference	
Are there any alternative open access materials available	Yes		No
If "Yes", what is the basis of selecting the above material			
Purpose for request			
• To be incorporated in the OUSL course material or used as a learning resource			
• To be used in face to face sessions			
• To be uploaded into the LMS			
• To be used in Research			

• Other (<i>please specify</i>)		
About your Work		
Course Title		
Course Code		
Average Number of Students		
Expected Date of Commencement		
Will you be translating	Yes	No

Please note that the process of obtaining copyright clearance may take relatively considerable period of time based on the responding behavior of the copyright holder.

I have read and have adhered to the Copyright and Fair Use Guide of the OUSL and these cleared copyrighted materials will be used only for the development of OUSL course materials/learning resources which will benefit the OUSL learners.

Signature of Applicant: Date:

Head of the Department: Date:

Dean of the Faculty: Date: