

## Appendix C

[Template requesting permission from previous publishers to republish my own work]

---

[Date] [Publisher's Name]

[Publisher'sAddress]

Dear .....

RE: Request to republish my monograph:

[Title of monograph]  
[Author/editor]  
[ISBN]  
[Year of publication]

.....

UNITEC ePress plans to publish this book in electronic form which will be available free of charge on the Internet.

I seek your permission to revert the publishing/digital rights of this monograph to myself, as author. The monograph has been out of print since [insert date]. I have retained copyright for the book, [if so, would only need to ask for permission if the agreement gave an exclusive licence to publish the work and that licence is still current]. I now seek publishing/digital rights for this book. *[NB: this paragraph may vary depending on circumstances e.g. Out of print, what rights the publisher may still have, or if ownership of copyright was not specifically dealt with in the publishing agreement].*

Full acknowledgement of first publication [by name of publisher] of the monograph will be given. A release form appears below for your convenience, and a duplicate copy of this request and the release is attached for your files. Please reply to ... ..*[If name different from writer]* by .....[date].....

I look forward to hearing from you soon.

Yours sincerely

[name]

Publishing and digital rights have reverted to the author of the book.

Publisher ..... Author

..... Work

..... Date

..... Signature

..... If any special form is

acknowledgment is required, please list below.

.....

## Checklist for authors submitting a work previously published

1. Identify works, i.e. title/publisher/author/year published
2. Was the author the copyright owner before publication? (Or was the employer?)
3. Has the author granted any right (such as exclusive/non-exclusive right) to a third party (for example a publisher)?
4. Get a copy of that licence/agreement. Check:
  - What was the term of the licence?
  - Was it exclusive?
  - What rights were licensed?
  - Has the publisher breached the agreement in any way that may terminate the agreement (out of print)?
  - Were different formats covered?
5. If necessary, approach third party for permission subject to right still subsisting in (4) with advice from the Unitec ePress
6. If no written agreement but the author believes publisher may have some existing rights, then send a letter according the attached draft (Appendix C).
7. If no written agreement and the author believes no publisher or third party has any rights then there is no need to seek clearance.