

## Permission Letter Template

Date

Kerri Willette  
Empire State Digital Network  
Metropolitan New York Library Council  
57 E. 11<sup>th</sup> St., 4<sup>th</sup> Fl.  
New York, NY 10003

Dear Kerri:

I am writing to authorize the Empire State Digital Network (ESDN) to harvest the metadata for selected digital collections made available by INSTITUTION NAME, for the purpose of sharing with the Digital Public Library of America (DPLA), under the terms of the agreement established between the DPLA and the ESDN. I understand that the digital collections metadata – as distinguished from the digital objects themselves – will be made freely available by the DPLA for harvesting and re-use under a Creative Commons CC0 license.

Thanks very much for your consideration. Let me know if you have any questions.

Sincerely,

Name  
Title  
Institution