



WARREN LIBRARY ASSOCIATION
205 Market Street Warren Pennsylvania 16365

Dear Ms. Stewart,

May 26, 2017

Two years ago the Warren Public Library had an opportunity to digitize the Warren Dragon Yearbooks (a complete run up to present) for free. We worked with Jen Franklin, the Warren High Yearbook Advisor, for permissions and she checked with the publishing company. At the time there were no issues with the process. The library is interested in offering access to the yearbook files online. Currently they are available in a limited capacity in the Reference Department. We have participated in some digitization training through the State Library and it came to our attention that in order to offer access, we need to acquire permission from the Superintendent of Schools, not just the Yearbook advisor. Would you be willing to officially grant such copyright permission to the Warren Public Library so we can make the Warren Dragon Yearbooks available to our community online in digital format?

Thank you for your time and attention on this matter.

Sincerely,

Beverly Leonhardt
Reference/Documents Librarian
Warren Public Library
723-4650

Run - Please see email

to Chris

✓ Can I give authority -
does the Board
need to grant
authority?