[Sender information]

[Date]

Kristi Park

Texas Digital Library  
101 E. 21st Street, Stop S5471  
Austin, TX 78712-1498

Dear Kristi:

I am writing to authorize the Texas Digital Library (TDL) 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 TDL. 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