

DATE

CONTRACTOR'S NAME  
MAILING ADDRESS  
TELEPHONE/FAX  
EMAIL

Re: Letter of Agreement – Work for Hire from NAME (“You”) for the University of Michigan’s Library (“Library”)

Dear NAME:

This Letter of Agreement describes our shared understanding about your participation in creating the Work described below. If these terms are acceptable, kindly sign below and return the original, signed letter to me before starting the project described in this Letter of Agreement.

1. You agree to [DESCRIBE NATURE OF WORK TO BE CREATED EG GRAPHIC DESIGN FOR XYZ OR PROGRAMMING FOR XYZ. DESCRIBE WITH REASONABLE SPECIFICITY] (the “Work”).
2. The Work is considered to be a work made for hire, and the Library shall hold all right, title and interest in the Work, including all copyright in the Work. If for any reason the work is not considered a work for hire, You hereby transfer and assign all rights including copyright in the Work to the Regents of the University of Michigan.
3. You agree to deliver the Work [electronically, DESCRIBE HOW YOU WANT DELIVERY] of a quality considered acceptable to Library, including:

***[DETAILS GO HERE INCLUDING A DATE]***

4. You agree to submit Work that does not require any authorization for Library to use beyond those that You have acquired in writing. All written authorizations must be submitted along with Your Work.
5. Library will pay You \$[FEE] in full and final consideration of the Work.
6. You represent and warrant that the Work is original (except as You describe to us in writing), is not libelous or unlawful and does not infringe on anyone’s common law or statutory copyright or other intellectual property rights. You hold the board of Regents of the University of Michigan, its employees, officers, students, and agents harmless against lawsuits based on “any claim of libel, unlawfulness, or infringement of copyright or any other personal or property right.”
7. [INSERT NEXT SENTENCE IF WORK WILL BE DISTRIBUTED IN PRINT] You will receive 5 free copies of [BOOK TITLE], upon publication. [ANYTHING COMPARABLE FROM LIBRARY?] You may use the Work in Your portfolio and in educational face-to-face presentations such as but not limited to Power Point-type presentations of Your work. You agree to contact Library for additional permissions for other uses, not to be unreasonably withheld.

8. This agreement shall be deemed to be a contract made in the United States and shall be construed and applied in all respects in accordance with laws of the State of Michigan.

We are pleased to work with you. Kindly give me a call if you have any questions or concerns.

Sincerely,

AUTHORIZED REPRESENTATIVE OF LIBRARY, DATE

ACCEPTED AND AGREED:

[SIGNATURE BLOCK WITH CONTACT INFO FOR CONTRACTOR, SPACES FOR DATES OF SIGNATURE]