



DATE

NAME

INSTITUTION NAME

*Re: Institutional Membership in the Creative Commons Global Network (“CCGN”)*

Dear NAME,

This letter confirms that your institution’s application for membership in the CCGN has been approved. This letter is subject to your agreement with the terms and conditions of this letter. Please review carefully and return a countersigned copy to [legal@creativecommons.org](mailto:legal@creativecommons.org).

[Insert **if an affiliate with MOU on file**]

1. In light of the new structure of the Creative Commons Global Network, the [choose: Memorandum of Understanding, Affiliate Agreement] dated DATE between Creative Commons and NAME OF INSTITUTION was terminated by CC as of 13 April 2018.

[Insert **if written <sup>TM</sup> agreement on file**]

2. The Trademark Agreement dated DATE between Creative Commons and NAME OF INSTITUTION was terminated by CC as of 13 April 2018.

[Insert in all agreements **with former CC affiliates**]

3. You confirm that NAME OF INSTITUTION has not registered any trademarks incorporating the CC name, the double-c in a circle, or other trademarks of CC. Any ongoing use of Creative Commons trademarks in connection with your membership is governed by our trademark policy (<https://www.creativecommons.org/policies>), which dictates that you may continue to use the previous CC logo used by CC [JURISDICTION] logo until the CCGN Chapter formally selects a Chapter logo. If the previous CC [JURISDICTION] logo is selected, then the Chapter must re-submit the logo for approval by Creative Commons as stated in the policy. If a different logo is selected, you must discontinue all use of the previous CC logo used by CC [JURISDICTION].

[Insert **if holder of a TLD for CC affiliate**]

4. You agree to hold the website and the domain name located at <INSERT> and any other public online portals used in connection with the CC affiliate in trust for Creative Commons, and you will immediately take steps to add Creative Commons as the technical contact in the WHOIS for the domain and to provide CC promptly with written documentation of this addition. You agree to continue to maintain and administer the site in accordance with the CCGN Charter at [https://creativecommons.org/wp-content/uploads/2017/11/Global\\_Network\\_Membership\\_Charter.pdf](https://creativecommons.org/wp-content/uploads/2017/11/Global_Network_Membership_Charter.pdf) and the policies set forth and referenced at <https://www.creativecommons.org/policies>; provided, however, that if the Chapter in your jurisdiction determines that the website and domain should be operated by another person or institution, you agree to cooperate in the transfer of the website and domain, and you agree not to take any action or inaction that would result in loss of the domain name registration.

[Include in **all agreements**]

5. You represent and warrant that you are an authorized representative of INSTITUTION and have all power and authority necessary to enter into this agreement on its behalf. By signing below, INSTITUTION agrees to the CCGN Charter at [https://creativecommons.org/wp-content/uploads/2017/11/Global\\_Network\\_Membership\\_Charter.pdf](https://creativecommons.org/wp-content/uploads/2017/11/Global_Network_Membership_Charter.pdf) and is bound by its terms.

Please sign below to indicate INSTITUTION's agreement with the foregoing. Once returned, your Institutional Membership in the CCGN will become effective. Congratulations!

Very truly yours,

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Diane M. Peters, General Counsel

SO ACKNOWLEDGED, ACCEPTED, AND AGREED

INSTITUTION NAME

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By:

Title:

Date: