

## Simple Permission form for art

Museums, archives, historical societies, photo services, wire services, and other such professional organizations will have their own forms for you to fill out. Generally, you will be requesting nonexclusive world rights for all languages and editions. You will probably have to pay for the privilege, a fee to get a good print of the item in question and/or a fee to reproduce the item in your publication. Use on the jacket or cover, as well as in advertising, usually costs more than use just inside the book.

If you wish to use images from more informal sources, such as family photos belonging to a person you've interviewed, you may be able to get the requisite permission with a simple form such as the one below. For other requests, use the formal permission request form for art. Always try to include a photocopy or email attachment of the image(s) with your request.

Note the phrase "in connection with" rather than just "in" your publications. This broader permission will give your publisher the option of using an image *outside* your book also, for instance, on the jacket or cover, in the catalog announcing the book, in ads and flyers, on the publisher's Web page for your book, and in other forms of promotion. It's generally easier (and may avoid additional expense) if you and/or your publisher can avoid having to go back later for additional permission.

Instruct the person to sign three copies of the form: one copy for his/her records, one copy for your records, and one copy for the publisher. If it's easier to add something about the art to the interview form, so that the person you've interviewed has to sign only three copies rather than six, take the easy route.



### ART PERMISSION FORM

I give XXX permission to use the photographs [or other graphic items] described below in connection with his/her publications [or: in connection with his/her book; or: in connection with his/her book about X].

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[Name of person supplying the images, typed or neatly printed]

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Signature / Date

Description of image(s):