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Q: I am doing a non-fiction book for children and wish to know how to go about getting permission to use old photographs and quotes. The photos are from friends, the quotes are taken from the annual reports of the town that I am writing about. Do I need permission in writing?

According to Don Sedgewick and David Bennett of Transatlantic Literary Agency, “it is always advisable to get permission in writing for the use of anyone else’s text or illustrative material in a publication. This protects you and the copyright holder. Most publishers will also insist that you have obtained these permissions prior to publication, in order to safeguard them from lawsuits. You will also need to give proper credits to these copyright holders in the acknowledgments page of your book. Some authors also send a copy of the finished book as a thank-you gesture.

“With your friends’ photos, it is also safer to get their permission in writing. The permission letter should state the name of the non-fiction book in which the photos are going to be used, the estimated print run for this book, how long the permission is granted, and that the permission granted is non-exclusive.” 7-8:02