



User Fees for the University Archives of the University of Bamberg

- ratified by the University Senate at the assembly on 6 February 2008 -

Section 1: General Guidelines

- (1) There is a minimum fee of €5.00. Additional charges apply to shipping and handling (e.g. packaging).
- (2) Fees must be paid in advance for international shipping of reproductions.
- (3) It is possible to have photographs taken of archival materials, provided that the technological requirements can be met and that doing so does not conflict with preservation concerns. It is not possible to request specific formats or otherwise specify how the photographs are to be taken.
- (4) In addition to the fees listed here, other services agreed upon and provided by the University Archives are subject to fees as itemised by the Bavarian State Archives.

Section 2: Services

Rate no.	Description	Cost (in €)
1	Written information, appraisals, other activities as per Section 10 in the Archives' Terms of Use, including any necessary research (rate per half hour, rounded up to the next half hour)	27.00
2	Use of the Archives for purposes other than those stipulated in Section 3 in the Archives' Terms of Use (rate per day of use)	5.00

Reproduction Services

Rate no.	Description	Cost (in €)
3	Office copy DIN A4	0.50
4	Office copy DIN A3	1.00
5	Scan (original size maximum DIN A4) and transmittal per email, each additional scan (minimum fee €5.00)	1.00
6	First scan (original size maximum DIN A4) and transfer to CD-ROM, basic price (includes CD-ROM and shipping)	7.50
7	each additional scan	1.00
8	each additional CD-ROM	2.00
9	Transmittal of a file (image, text, audio or video) that has already been digitized (minimum fee €5.00)	1.00
10	Transfer to CD-ROM of a file (image, text, audio or video) that has already been digitized (including CD-ROM and shipping)	7.50
11	each additional file	1.00
12	each additional CD-ROM	2.00

All other services involving reproductions, in particular photographs (either digital or analogue), are outsourced by the University Archives to the University Library Bamberg or other external service providers. Rates thus correspond to the University Library's user fees or the external service provider's price list.

Section 3: Granting Permission to Create Reproductions

- (1) Sharing reproductions of archival materials in print or via other types of media (e.g. CD-ROM, DVD, video, radio, television, internet) requires permission and is subject to fees. Permission to share materials is limited to the specific terms of use agreed upon in the approved application request. Each further use of a reproduction (e.g. for film, photocopies or other media) requires a new permissions request and is subject to additional fees.
- (2) New editions, reprints, licensed editions, rebroadcasts and translations are subject to further fees according to the applicable price list.
- (3) No fees are required for scholarly publications, regional studies or publications for teaching purposes with a circulation of up to 1000 copies. There is no charge for publications, films, television recordings or photographs of archival materials so long as they promote the interests of University of Bamberg.

Section 4: Permission Fees for the Distribution of Reproductions

For print publications and digital media, per original document or item

Rate no.	Description	Cost (in €)
13	Circulation of up to 2500 copies (b/w / colour)	20.00/30.00
14	Circulation of up to 5000 copies (b/w / colour)	30.00/45.00
15	Circulation over 5000 copies (b/w colour)	40.00/60.00
16	In publications in daily or weekly newspapers regardless of circulation, per original (copy, enlargement), distribution in (b/w / colour)	20.00/30.00
17	In television broadcasts, per individual archival item (b/w / colour)	50.00
18	Incorporated into online services (internet), per individual archival item (b/w / colour)	30.00