

University of Heidelberg Archives: Services and Fees

Euro

1 Expert Services

1.1	Extended research that requires the investigation and inspection of archival documents Every quarter hour (15 min.)	12,00
1.2	Production of expert reports; Every ½ hour	24,00
1.3	Production of transcripts and document excerpts into modern script and/or translations Every ½ hour	24,00
1.4	Certificate duplications	10,00
	Certificate of conformity of copy and original (Ausnahmen: § 2 Abs. 3 GebO):	
	- First copy	3,00
	- Each following copy	1,00

2 Archive Loans

	Loan of archive documents for external use, per shipment Excluding shipping costs and insurance, if applicable	10,00
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3 Reproductions

A. Photocopies (standard paper)

per A4 copy	0,35
per A3 copy	0,60
Roll film or microfiche, per copy	0,20

B. Digitalisation

A4 flatbed scan: base fee per order	3,00
Work copy (300dpi, JPG-Format), per scan	0,60
Photo-quality reproduction (high resolution, TIFF format i.a.), per scan	5,00
A3 flatbed scan: base fee per order	5,00
Work copy (300dpi, JPG-format), per scan	0,70
Photo-quality reproduction (high resolution, TIFF format i.a.), per scan	8,00
Bookeye scan (top view scanner): base fee per order	5,00

Work copy (black-and-white, 300dpi, up to A2), JPG-Format, per scan	0,70
With a digital camera: base fee per order	7,00
per image (for reading purposes)	2,00
per image (for reproduction purposes)	On request
Surcharge on difficult to handle materials: up to 100% per scan	

C. Print-outs

(Only for those on file; for others, the digitalisation fees from B also apply)

Black-and-white, A4, laser or ink, standard paper, per file	0,30
Color, A4, laser, standard paper, per file	0,90
Black-and-white, A3, laser or ink, standard paper, per file	0,60
Black-and-white, A3, ink, photo paper, per file	4,50
Black-and-white, A2, ink, photo paper, per file	6,00
Color, A2/A3, ink, photo paper, per file	On request

D. Saving data onto a CD-ROM (including the blank disc) 5,00

E. Special orders On request

(Unusual formats/media order, commercial photos)

The charges for work on photos that must be performed off-site are based on the cost of assistance.

The standard archive charges will also apply.

5 Usage of Archival Materials

5.1	Publication in printed form or on electronic storage media (CD-ROM, DVD) – up to 3 reproductions of an edition	
	Up to 300 copies	20,00
	301 -1000 copies	30,00
	1001- 5000 copies	40,00
	5001-10000 copies	50,00
	More than 10001 copies	On request
	Larger amount of reproductions	On request
5.2	A discount on prints, reissues, or simultaneous publication in print and electronic media may be granted upon request.	
5.3	Usage by an online service	On request
5.4	Usage in film or television production	On request
5.5	Exhibition presentation (Fixed rate; up to 10 photos)	100,00
	Larger amount	On request
5.6	Promotional materials (e.g. Poster/Flyer)	On request