

# Fee Schedule

## **Fees for photocopying, scanning, printing and image reproduction services at the Archives of the Hamburg Institute for Social Research (HISArchGV)**

effective from 1<sup>st</sup> July 2022

Contact: [archiv@his-online.de](mailto:archiv@his-online.de)

### **Fees**

#### **1) Photocopies / digital scans for personal use**

##### **Photocopy / printout / scan by archives user: per page**

- photocopy 0,05 €
- printout 0,05 €
- scan (overhead scanner) 0,00 €  
- please bring your own USB flash drive -

##### **Photocopy / printout / scan provided by archives staff: per page**

- photocopy 0,25 €
- printout 0,25 €
- scan (overhead scanner) 0,25 €  
no image editing, files will be sent via email or file transfer

##### **High-quality scans provided by archives staff: per page**

- scan (flatbed scanner), e.g. of photo slides or negatives,  
with basic image editing 0,40 €
- data storage medium CD / DVD 1,00 €

##### **plus packaging and postage, if applicable:**

- postage actual postal charges (Deutsche Post)
- packaging/ handling fee 1,00 €

**Taxes are not included and may occur in addition to the charges listed here.**

## 2) Photographic reproductions for use in non-commercial / scholarly publications

### Per image, where digital scans already exist

per image

- use in exhibition or print publication or online publication  
national / regional distribution **20-30 €**
- use in several media, e.g. print publication and online  
national / regional distribution **35-45 €**
- distribution worldwide **from 60 €**

### Per image for new digital scans

per image

- use in exhibition or print publication or online publication **35-45 €**
- use in several media, e.g. print publication and online **50-60 €**
- distribution worldwide **from 75 €**

Reduced fees for the use of photo series or large numbers of images are available upon request.

For use of images in the remit of the work of non-profit organisations, e.g. charitable organisations wishing to use images for educational or commemorative purposes, fees may be waived.

Please contact the archives for further information.

## 3) Photographic reproductions for use in commercial / for-profit publications

e.g. books, newspapers, magazines, film/TV productions and related / for-profit websites:  
Fees depend on media/forms of use, distribution area, print run etc.

for example:

per image

- **print only / standard print run / German speaking countries** **60-100 €**
- **all media / front page / distribution worldwide** **150-200 €**

Reduced fees for the use of photo series or large numbers of images are available upon request.

### Please note:

Image files for commercial use are provided only after an image usage agreement has been signed. We do not provide high-res image files for preview or preselection.

All image files as ordered according to the image usage agreement will be charged for, regardless of if they will be used. The fee will be invoiced upon provision of the image files.

**Taxes are not included and may occur in addition to the charges listed here.**