

# ORDER FORM IMAGE ARCHIVE

HERDER INSTITUTE for Historical Research on East Central Europe

Order: /

Forename and surname: .....

Institution/Firm: .....

Billing address: .....

Delivery address  
(if different from the above): .....

Country: .....

Phone, e-mail: .....

Under the contractual conditions overleaf, I hereby order reproductions of the following image materials from the image archive of the Herder Institute for:

Private use / Institution

Publication

Exhibition

Quantity	Digital copy	Analogue copy	Format	Image-no.	Short title

.....  
(place) (date)

.....  
(signature)

## Services of the image archive

Research/Provision	each order (fixed price)	first 15 minutes €	each further 15 minutes €
		2,50	7,50
View scan	(reduced preview)	pdf/page €	A4-print €
		0,50	0,50
Analogue copies size (cm)	€	Analogue copies size (cm)	€
13 x 18	5,00	30 x 40	20,00
18 x 24	10,00	40 x 50	25,00
20 x 30	15,00	further sizes on request	
Photocopies (plans, graphics and maps)	A4 €	A3 €	A2 €
	2,00	4,00	6,00
Digital copies (data volume)	€	Digital copies (data volume)	€
– 3 MB	2,00	bis 20 x 30 cm, 300 ppi (– 30 MB)	15,00
bis 13 x 18 cm, 300 ppi (– 10 MB)	5,00	bis 30 x 40 cm, 300 ppi (– 50 MB)	20,00
bis 18 x 24 cm, 300 ppi (– 20 MB)	10,00	bis 40 x 50 cm, 300 ppi (– 80 MB)	25,00
		pro CD-/DVD-ROM	2,50
Image editing		per 15 minutes	€ 7,50
		purpose-built items on request	

Contractual conditions for the use of photos from the image archive and the map collection of the Herder Institute (unless otherwise regulated under Point 4).

1. Analogue and digital reproductions from the image archive of the Herder Institute are made available exclusively for *private purposes*. They must not be published or passed to third parties or institutions or filed on other, publicly accessible collections. All rights - if they exist - shall remain in the possession of the image archive of the Herder Institute.
2. I hereby declare that I am prepared to pay the production and shipping costs of the reproduction(s) listed in the order invoice. The invoice will be sent with the ordered delivery.
3. The commercial exploitation of image materials from the Herder Institute (as postcards, posters, photos, slides, digitised materials and any type of duplication) is not permitted.
4. In the case of publication or presentation of the images (publication, exhibition, CD/DVD-ROM, Internet), the image archive of the Herder Institute must be informed in each individual case and an application made for each respective use using the forms *Contractual terms for publications or exhibitions or digital uses*. The reproduction/use fee can be reduced in justified cases.
5. In the case of the above contractual terms not being followed, contractual penalties of 500% of the image price will be charged.

Place of fulfilment and court of jurisdiction is Marburg



**HERDER INSTITUTE**  
for Historical Research on East Central Europe  
INSTITUTE OF THE LEIBNIZ ASSOCIATION

Scientific Collections Image Archive  
Gisonenweg 5-7  
35037 Marburg

phone +49 6421 184-148  
fax +49 6421 184-139  
e-mail bildarchiv@herder-institut.de  
Internet www.herder-institut.de



Supported by:



Die Beauftragte der Bundesregierung  
für Kultur und Medien

**HESSEN**



Hessisches  
Ministerium für  
Wissenschaft  
und Kunst