

# FEE AND COST SCHEDULE

HERDER INSTITUTE for Historical Research on East Central Europe

## 1. Chargeable Services

The Herder Institute charges for services carried out at the behest of individuals, institutions etc. These costs include fees and expenses and are calculated according to this fee and cost schedule.

## 2. Basis for the calculation of fees

According to cost coverage requirements, fees should cover the administrative costs incurred by providing services, including all personnel and material expenses. Exceptions to cost coverage requirements are only permitted if these are necessary for reasons of equity.

## 3. Types of Charges

Fees are determined according to the time investment of staff or according to fixed charges.

## 4. Cost-free Services

There is no charge for information given verbally or for simple written information that can be given without significant time-investment on the part of staff due to research in indexes and data files.

## 5. Expenses

Costs incurred in connection with providing a service are charged as expenses.

Expenses include:

- a) Costs for postal and telecommunication services, not including correspondence.
- b) Costs for transcripts, copies, photographic works.

Expenses are charged at the amount actually incurred.

## 6. Equity regulations

The Herder Institute may reduce or waive charges in cases when this appears necessary due to the financial circumstances of the individual or organization requesting a service or for other reasons of equity.

Marburg, 01.12.2017

## Cost Schedule – Status of 01.12.2017

Nr.	Item / Subject	Measurement / Assessment Basis	Fee in €	Article Nr.
<b>1</b>	<b>Costs</b>			
<b>11</b>	<b>Information, accessing documents</b>			
111	Verbal information and simple written information is free of charge			
<b>12</b>	<b>Charges according to staff time investment</b>			
121	Research services are charged for	per order (basic service charge)	2,50	02050001
		additional charge for each started ¼ hour of work	7,50	02050002
122	Costs for expert reports	per order (basic service charge)	2,50	02010007
		additional charge for each started hour of work	35,00	02010008
<b>13</b>	<b>Costs for department services</b>			
<b>131</b>	<b>Overdue notices for exceeding a loan period</b>			
1311	1st overdue notice	per item	3,00	02010020
1312	2nd overdue notice	per item	6,00 (3,00 + 3,00)	02010021
1313	3rd overdue notice	per item	12,00 (3,00+3,00+6,00)	02010022
<b>132</b>	<b>Book replacements</b> <i>(calculated for the administrative costs; costs for each new purchase are charged separately)</i>	per item	11,00	02010006
<b>133</b>	<b>Orders</b>			
1331	Acquisitions via external library inter-loan service within Germany (books, periodicals, copies)	per external library inter-loan request (incl. copies (A4) - up to 20 pages of the original)	1,50	02010003
		for each additional page	0,15	02010016
1332	Acquisitions via international library inter-loan service	per volume or per copy of an article - up to 20 pages (A4) of the original (equal to 1 IFLA-Voucher)	8,00 (plus postage)	02010002
		for 25 additional pages (A4) of the original (equal to ½ IFLA-Voucher)	4,00	02010017
1333	Delivery of literature through direct order within Germany (not via library inter-loan services). Postal delivery: postage is charged in addition to fee	per volume or copy (A4) - up to 20 pages of the original	5,00	02010001
		for each additional page (A4) of the original	0,15	02020001
	Delivery to other European countries (Postal delivery: postage is charged in addition to price, including a possible surcharge for airmail)	per volume or copy (A4) - up to 20 pages of the original	10,00	02010004
		for each additional page (A4) of the original	0,20	02020001
	Delivery to countries outside of Europe (Postal delivery: postage is charged in addition to price, including a possible surcharge for airmail)	per volume or copy (A4) - up to 20 pages of the original	15,00	02020022
		for each additional page (A4) of the original	0,20	02020001
1334	Delivery of literature outside of library loan services through direct order within Germany and via fax (max. 40 pages)	per volume or copy of an article (A4) - up to 20 pages of the original	6,00	02010012
		for each additional page (A4) of the original	0,25	02020015
	Delivery abroad via fax (max. 40 pages)	per volume or copy of an article (A4) - up to 20 pages of the original	15,00	02010014
		for each additional page (A4) of the original	0,50	02020026

Nr.	Item / Subject	Measurement / Assessment Basis	Fee in €	Article Nr.
1335	Direct delivery of copyright-free literature via email (outside of library loan services)	per volume or copy of an article (A4) - up to 20 pages of the original	4,00	02010013
		for each additional page (A4) of the original	0,10	02020023
	on CD-ROM/DVD	per CD-ROM - scanning costs for each medium and page are charged in addition (see above)	2,50	02020027
1336	Provision of existing digital copies of copyright-free literature (by staff)	(scanning costs for each medium and page are charged in addition in cases where a digital copy must be created)		
	Electronic delivery (for example via email)		1,00	04020010
	Printing of digital copies (up to A4 size)		0,10	04020011
	Printing of digital copies (A3)		0,15	04020013
134	Replacement of a lost locker key	per key (plus additional costs for repairing or replacing a lock)	20,00	02010009
<b>2</b>	<b>Expenses</b>			
<b>20</b>	<b>Guidelines</b>			
	Charges are always levied, also in cases when the service is free of charge			
21	Copies, scans, photographic works (as a rule b/w)			
212	Copies, scans, re-enlargements of text pages produced by library staff:			
	Copies, scans with paper print-out - up to A4	per page	0,20	02020001
	Copies, scans with paper print-out - A3	per page	0,25	02020002
	Copies, scans larger than A3 upon request	per page	upon request	02020028
	Scans without paper print-out - up to A2	per page	0,10	02020029
	Re-enlargements of microfiches and roll films - up to and including A3 size, with paper print-out	per page	0,30	02020030
	Color copies A4	per page	0,30	02020031
	Color copies A3	per page	0,40	02020032
2121	Copies, scans (according to technical availability), re-enlargements produced by the library user: (only possible with materials in the research library)			
	Copies - up to A4 size (b/w)	per page	0,05	04020001
	Copies - A3 (b/w)	per page	0,10	04020002
	Color copies - up to A4 size	per page	0,20	02020003
	Color copies - A3	per page	0,30	02020004
215	Binding / Lumbeck	per binding (depending on the number of pages and binding quality)	upwards of 10,00	02020013
218	Image reproduction and image usage	see attachment 1		
<b>3</b>	<b>Publications</b>	a complete catalog can be found in the respective applicable edition		
<b>31</b>	<b>Publications about East Central Europe</b>			

Prices include the currently applicable sales tax of 7 %.

## Attachment 1 to cost schedule - as of 01.12.2017

### Price list for image reproduction and image usage

Nr.	Item / Subject	Measurement / Assessment Basis	Fee in €	Article Nr.
1	<b>Photographs</b>			
	Image Format	13 x 18 cm	5,00	02030003
		18 x 24 cm	10,00	02030004
		20 x 30 cm	15,00	02030005
		30 x 40 cm	20,00	02030006
		40 x 50 cm	25,00	02030007
other sizes are available upon request				
<i>Detail enlargements can be produced and incur a 20% surcharge</i>				
2	<b>Scans of image materials and large formats</b>			
	View scan	per image	0,50	03020016
	Image file for on-screen presentation	equal to 7 x 10 cm / 300 ppi	2,00	03020017
	Image file (TIFF)	up to 13 x 18 cm / 300 ppi	5,00	03020018
	Image file (TIFF)	up to 18 x 24 cm / 300 ppi	10,00	03020019
	Image file (TIFF)	up to 20 x 30 cm / 300 ppi	15,00	03020020
	Image file (TIFF)	in higher resolution or in cases where the original exceeds A4	25,00	03020028
	Provision of data via interne		0,00	
	Provision of data on CD/DVD	per data medium	2,50	03020022
Processing of raw scans for print and digital picture retouching, calculated on a time basis	per ¼ hour block	7,50	03020023	
3	<b>Print-outs of image files</b>			
	on standard paper (80 g/m <sup>2</sup> )	A4 b/w - laser print-out	1,00	03020024
	on inkjet paper (100 g/m <sup>2</sup> )	A4 color print-out	2,00	03020025
	on inkjet paper (100 g/m <sup>2</sup> )	A3 color print-out	4,00	03020026
	on inkjet paper (100 g/m <sup>2</sup> )	A2 color print-out	6,00	03020027
4	<b>Costs for using images</b>			
41	<b>Print publication</b>			
	Printing up to	1,000 copies	30,00	02040001
		5,000 copies	40,00	02040002
		10,000 copies	50,00	02040003
more than 10,000 copies or publication cover		60,00	02040004	
42	<b>Film and digital media</b>			
	Research / education		30,00	02040032
	Commercial use	National license	50,00	02040033
	Commercial use	International license	100,00	02040034
	Internet	max. 300 x 300 pixels	100,00	02040035
43	<b>Exhibitions</b>			
	Exhibit		30,00	02040012
	Exhibition poster		60,00	02040013

Passing on material to a third party or otherwise publishing material, also a part thereof, is only permitted by request to the relevant department at the Herder Institute. In the case of non-commercial scientific publications (up to 1,000 copies), fees for the use of images are usually waived.

Prices include the currently applicable sales tax of 7 %.

In cases where images (Nr. 1-3) are provided for research purposes, a discount of 25% is granted.



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



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