

**Fee schedule for the use
of the archives of the
Archives and Museum Foundation of the UEM**

2026, January

§ 1

Obligation to pay fees and reimburse expenses

Charges are levied for the use of archival material in the possession of the Archives and Museum Foundation of the UEM, as well as for the reproduction of archival material without prejudice to the claims of third parties.

§ 2

Exemption from charges

1. Fees shall not be charged to church, state and municipal authorities if there is an official interest, reciprocity is guaranteed and the use is for their own purposes.
2. Fees are not charged for information about an existing or former training, service or employment relationship where there is a legitimate interest. This also applies in particular to (former) employees of the UEM and its predecessor organisations and their relatives.
3. Fees shall not be charged for information provided to members of the United Evangelical Mission and the Evangelisches Missionswerk.
4. Fees may be reduced or waived on equitable grounds. They shall not be charged if the use of the archives is reasonable and serves scientific or regional historical research on the member countries of the UEM, if there is a public interest or an interest of the Archives and Museum Foundation of the UEM.

§ 3

Reimbursement of expenses

The expenses incurred by the archives through services or by commissioning third parties on behalf of the user are to be reimbursed in accordance with § 1 para. 2 of the Schedule of Fees, even in the case of a fee exemption or fee reduction.

Expenses are to be reimbursed in particular

1. for the use of technical aids,
2. for reproduction, digitisation or duplication,

3. for the despatch of archive records,
4. for the production of copies.

§ 4

Due date

The fees and reimbursement of expenses are due when the archives become active, irrespective of the success of the research. The Foundation may demand reasonable advances on the fees and expenses. The amount of the currently applicable fees is set out in the Annex.

§ 5

Entry into force

This fee schedule enters into force on 01.09.2024.

**Annex to the schedule of fees for the use
of the archives of the
Archives and Museum Foundation of the UEM**

	Price in EUR	
Use of the archives		
- 1 - 5 days	30,00 (reduced 15,00)	
- 30 days	60,00 (reduced 30,00)	
- Annual amount (365 days)	120,00 (reduced 60,00)	
	Reduced prices apply to students, network partners, and institutional cooperation partners of the foundation.	
Production of digital copies		
- Production of digital copies by employees	40€ per half hour or part thereof; reduced: from 30 minutes € 30 per half hour or part thereof, less 15 €	
- Royalty for digital recordings by archive users per recording/image	0,10	
Right to reproduction/reproduction or duplication of archive material for commercial purposes for each page of the original		
• in book printing (according to print run)	at least	10,--
	max.	200,--
• in magazine and newspaper printing (by volume)	at least	10,--
	max.	150,--
• as book binding/cover	40,00 - 150,00	
• as a postcard/poster (depending on print run)	10,00 - 150,00	
• in film, television, visual media/images or exhibitions/social media	at least	35,--
	max.	400,--

A specimen of the print/publication must be sent to the archive free of charge, in the case of postcards 2% of the print run.

Annex Fees for the Museum auf der Hardt of the Archives and Museum Foundation of the UEM

	Price in EUR
Single ticket:	
Admission free; donation requested	-
Guided tours (archives and museum)	
- Allowance (german)	60,00
- Allowance (english)	80,00
- School classes: Allowance	40,00
Bildungsprogramme	
- Unit for school classes and students (90 min)	60,00
- Unit for students / face-to-face seminars (90 min)	90,00
- Unit for students / face-to-face seminars (half-day)	150,00
- Unit for third parties	Offer on request, according to expenditure
Museum room hire (without supervision by AMS employees)	
- Allowance (half-day)	Offer on request
Hire of materials	
- Didactic material	Offer on request