

# **Schedule of fees for the use of the archives of the Archives and Museum Foundation of the UEM**

Status: 2020, November

## **§ 1**

### **Obligation to pay fees and reimburse expenses**

Fees shall be charged for the use of archival materials in the possession of the Archives and Museum Foundation of the UEM, as well as for the reproduction of archival materials, without prejudice to the claims of third parties.

## **§ 2**

### **Exemption from charges**

- 1 Charges shall not be levied by ecclesiastical, governmental and municipal offices, provided that an official interest exists, reciprocity is guaranteed and the use is made on their own behalf.
- 2 Charges shall not be levied for information on an existing or former training, service or employment relationship where there is a justified interest. This applies in particular to (former) employees of the UEM and its predecessor organizations and their relatives.
- 3 No charges will be levied for information provided to members of the United Evangelical Mission and the Evangelical Mission Agency.
- 4 Fees may be reduced or waived for reasons of equity. They will not be levied if the use of the archives is within reasonable limits and serves scientific or regional historical research on the member countries of the United Evangelical Mission, if there is a public interest or an interest of the archives and museum foundation of the United Evangelical Mission.

## **§ 3**

### **Reimbursement of Expenses**

Expenses incurred by the archives for services rendered or for the commissioning of third parties on behalf of the user(s) shall be reimbursed in accordance with § 1, para. 2 of the Fee Regulations, even in the case of exemption from or reduction of fees.

Expenses are to be reimbursed in particular

1. for the use of technical aids,
2. for the reproduction, digitization or duplication,
3. for the dispatch of archive records,
4. for the preparation of copies.

## **§ 4**

### **Due date**

The fees and reimbursement of expenses shall become 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 valid fees is regulated in the appendix.

§ 5  
Effective Date

This scale of charges shall become effective 01.11.2020.

**Annex** to the Schedule of Fees for the Use of the archives of the  
Archives and Museum Foundation of the VEM

	Price/piece in EUR	
<b>Use of the Archives</b>		
- 1-3 days		10,00
- Annual fee		20,00
<b>Research</b> for written and telephone inquiries by foundation staff		5,00
<b>Production of a copy/digital copies</b>		
- Copy by employee of the Archives and Museum Foundation of the UEM		0,50
- Copy by user		0,30
- Production of digital copies by staff	From 30 minutes 30 € per half hour or part thereof, before 15 €	
- Fee for digital recordings by archives users per recording/image		0,05
<b>Right to reproduction or duplication of archive material for commercial purpose for each page/picture of the original</b>		
• In letterpress (according to print run)	mind.	10,--
	max.	200,--
• In magazine and newspaper printing (according to circulation)	mind.	10,--
	max.	150,--
• As book cover	40,00 - 150,00	
• As postcard/poster (according to circulation)	10,00 – 150,00	
• In film, television, visual media, picture or sheet, exhibitions, social media	mind.	35,--
	max.	400,--

One copy of the print/publication is to be sent to the Archives and Museum Foundation of the UEM free of charge, in the case of postcards 2% of the print run.