

## Fees and charges

### For services offered by the city archives of Kulturforum Witten

The town council of Witten, in compliance with § 7, par. 1, cl. 1, and § 114a, par. 2, cl. 1 of the municipal code of the federal state of North-Rhine Westphalia as known in its currently valid version published on 14<sup>th</sup> July 1994 (ref. no. GV.NW. S. 666 / SGV.NW. 2023), officially adopted the following in its meeting on 14<sup>th</sup> November 2005: a body of public law was to be founded under the name Kulturforum Witten and this body would be granted the right to charge fees in compliance with the act on charges and fees applicable to municipalities in North-Rhine Westphalia (KAG). Due to this right granted, the administrative council of Kulturforum Witten, in its meeting of 14<sup>th</sup> May 2009, decided, in compliance with § 3, par. 2, in relation to § 8, cl. 2 i) of the statute of the body, to modify the fees and charges for the services of the town archives of Witten as follows:

|           |   |  |
|-----------|---|--|
| <b>1.</b> | <b>Inquiries</b> requiring research in the archive files and registers, charged by every half hour commenced  | <b>€ 15.00</b>                         |
| 1.1       | <b>Inquiries/research</b> on investigating heirs charged by every half hour commenced   | <b>€ 20.00</b>                         |
| <b>2.</b> | <b>Issuing written copies</b> of and excerpts from document archives, transferring them to modern writing in German, charged for each page commenced (varying according to the amount of difficulty), minimum charge: | <b>€ 15.00</b>                         |
| <b>3.</b> | <b>Certificates on civil status of a person:</b><br>authentication of copies per certificate  | <b>€ 10.00</b>                         |
| <b>4.</b> | <b>Issuing photocopies and copies of microfilm</b>  |  |
|           | Photocopies A 4   | <b>€ 0.25</b>                          |
|           | Photocopies A 3   | <b>€ 0.50</b>                          |
|           | Microfilm copies A 4, standard paper, white   | <b>€ 1.00</b>                          |
|           | Microfilm copies A 3, standard paper, white   | <b>€ 2.50</b>                          |
|           | Microfilm copies A 3 on vellum (document paper)   | <b>€ 4.00</b>                          |
| <b>5.</b> | <b><u>Fees for photographic works</u></b>   |  |
| 5.1       | Producing scans in black & white or in colour (scanning on demand)  | <b>€ 3.00</b>                          |
| 5.2       | Producing reprints in black & white or in colour  |  |
|           | 13 x 18 cm  | <b>€ 3.00</b>                          |
|           | 18 x 24 cm  | <b>€ 4.50</b>                          |
|           | 20 x 30 cm  | <b>€ 6.00</b>                          |
|           | 40 x 50 cm  | <b>€ 10.50</b>                         |
|           | 50 x 60 cm  | <b>€ 12.00</b>                         |
| 5.3       | Producing a CD-ROM  | <b>€ 7.50</b>                          |
| 5.4       | Digital reprints of images  |  |
|           | A4  | <b>€ 6.00</b>                          |
|           | A3  | <b>€ 13.00</b>                         |
| <b>6.</b> | <b><u>Fees for granting use rights</u></b>  |  |
| 6.1       | <b>Use of a reproduction</b> of archived documents in books, brochures, newspaper and other publications  |  |
|           | with up to 5,000 copies   | <b>€ 15.00</b>                         |
|           | with up to 10,000 copies  | <b>€ 30.00</b>                         |
|           | more than 10,000 copies   | <b>€ 50.00</b>                         |
| 6.2       | in calendars, on posters, postcards, greeting cards etc.  | <b>twice the amount charged in 6.1</b> |

6.3 for advertising purposes

**three to ten times the  
amount charged in 6.1**

6.4 for exhibitions, websites, or productions of film, television and video

**€ 30.00**

Any charges payable to third parties due to copyrights or contractual obligations are not included in this list of fees and charges.

## **7. Expenses**

Notwithstanding the charges as defined in points 1-6 of this list of fees and charges, the town archives reserve the right to be reimbursed for any expenses occurred. This right includes especially the reimbursement of costs for postage and packaging and for telephone and fax.

## **8. Exemptions / trade discounts**

Exemptions from the charges or a reduction of these can only be granted if the use of the services of the town archive does not pursue individual or commercial interests, but has a scientific or academic purpose or is done in the interest of schooling or local history research. Trade discounts are available on charges mentioned in 6. if a larger number of pictures is to be published. Any such discount has to be decided upon by the management of the archives.

## **9. Effectiveness**

The fees and charges herein mentioned become effective to 1<sup>st</sup> June 2009 and thus supersede the previous list of fees and charges of 5<sup>th</sup> November 2001.