



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 14th July 1994 (ref. no. GV.NW. S. 666 / SGV.NW. 2023), officially adopted the following in its meeting on 14th 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 14th 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:

1.	Inquiries requiring research in the archive files and registers, charged by every half hour commenced	€ 15.00
1.1	Inquiries/research on investigating heirs, charged by every half hour commenced	€ 20.00
2.	Issuing written copies 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:	€ 15.00
3.	Certificates on civil status of a person: authentication of copies per certificate	€ 10.00
4.	Issuing photocopies and copies of microfilm	
	Photocopies A 4	€ 0.25
	Photocopies A 3	€ 0.50
	Microfilm copies A 4, standard paper, white	€ 1.00
	Microfilm copies A 3, standard paper, white	€ 2.50
	Microfilm copies A 3 on vellum (document paper)	€ 4.00
5.	Fees for photographic works	
5.1	Producing scans in black & white or in colour (scanning on demand)	€ 3.00
5.2	Producing reprints in black & white or in colour	
	13 x 18 cm	€ 3.00
	18 x 24 cm	€ 4.50
	20 x 30 cm	€ 6.00
	40 x 50 cm	€ 10.50
	50 x 60 cm	€ 12.00
5.3	Producing a CD-ROM	€ 7.50



STADTARCHIVWITTEN

KULTURFORUMWITTEN
Anstalt des öffentlichen Rechts
Der Vorstand

- | | | |
|-----|-------------------------------|---------|
| 5.4 | Digital reprints of images A4 | € 6.00 |
| | Digital reprints of images A3 | € 13.00 |

6. Fees for granting use rights

Use of a reproduction of archived documents

- | | | |
|-----|---|--|
| 6.1 | in books, brochures, newspaper and other publications | |
| | with up to 5,000 copies | € 15.00 |
| | with up to 10,000 copies | € 30.00 |
| | more than 10,000 copies | € 50.00 |
| 6.2 | in calendars, on posters, postcards, greeting cards etc. | twice the amount charged in 6.1 |
| 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 1st June 2009 and thus supersede the previous list of fees and charges of 5th November 2001.