

Fee Regulations

Unity Archives in Herrnhut (FeeReg.)

§ 1 General

1. Fees are charged for using the services provided by the Unity Archives and for the use of its property – the archives, library, and museum collections (hereafter Archives) – for research.
2. The same holds true for the permission to publish or reproduce materials from the Archives, regardless of any third-party claims.
3. The expenses that arise from using the Archives are to be paid.
4. Compensation for costs (fees and expenses) shall become due when the service requested is started and a notice of costs is served. In special cases, an advance payment may be requested.
5. Current fees are derived from this list of Fee Regulations and the accompanying Table of Research Fees.

§2 Fees

a. Fees are not charged for:

1. Use of the reading room in the Unity Archives.
2. General information provided concerning use of the Unity Archives (e.g. hours of operation, research appointments, accommodations), about the availability or existence of particular collections or records, or for providing references for other archival collections.
3. General information provided without complex research through the use of existing research tools, as long as the processing time of 15 minutes is not exceeded.
4. Provision of complex information, as long as the processing time does not exceed 15 minutes and the request is not for genealogical information.

b. Fees are charged for:

1. responding to written inquiries, for image and archival numbers research provided when it does not hold true to the statutes § 2.a.2-4 are not applicable;
2. reproduction copies of transcripts and excerpts;
3. the certification of transcripts and copies of archival materials;
4. the production, provision and transfer of reproduction copies of archival material;
5. for publishing and reproduction rights;
6. the issuing of a photo permit;
7. loaning archival, library or other materials for exhibitions;
8. the preparation and groundwork for exhibitions;

9. the preparation or groundwork for items requested in the Reading Room of the Unity Archives as long as the processing time of 15 minutes is not exceeded;
10. retrieving large-format archival documents;
11. digitisation projects or projects involving the digital publication of archival, library and collection materials from the Unity Archives; the Fee Regulations and the Table of Research Fees shall apply or, in special cases, a separate agreement may also be reached;
12. reminders sent for unpaid invoices;
13. Unity Archives tours, courses and workshops.

§3 Fee discounts and exemptions from Fees

1. Departments, congregations and institutions of the worldwide Moravian Church (Unitas Fratrum) and its subdivisions are not charged fees, as long as an official business is presented, a reciprocal agreement between the user and staff is established, requested material is solely for own use, and the groundwork therefor is not excessive.
2. Fees are not charged, if the work being carried out, is in the interest of the Moravian Church.
3. Fees are not charged for information about a persons' own current or past employment terms at the Moravian Church; likewise, for records from educational institutions of the Moravian Church or similar, so far as a legitimate interest can be proven.
4. Moravian Church publications are exempt from the stipulations of § 2b.5.
5. For the museums in Herrnhut, the fees according to §2b.7 are reduced by 50%.
6. On request, fees can be reduced or removed by the Provincial Board of the European Continental Province of the Moravian Church (Direktion der Evangelischen Brüder-Unität).

§4 Legal information

An appeal against fee notifications may be lodged in writing with the Evangelische Brüder-Unität – Herrnhuter Brüdergemeine, Zittauer Straße 20, 02747 Herrnhut within one month of its issue date.

§5 Legal validity

This Fee Regulation shall enter into force on 1 October 2022, at the same time the Order of Fees of 19 September 2016 shall cease to apply.

Herrnhut, 1 October 2022

Benigna Carstens,

Provincial Board of the Moravian Church, European Continental Province

Claudia Mai,

Director of Unity Archives