

Table of Research Fees (Overview)

Unity Archives in Herrnhut

1.	Processing fee for responding to written inquiries, for image research and archival numbers (FeeReg. §2b.1), production of transcripts and excerpts (FeeReg. §2b.2), as well as preparation and groundwork in connection with exhibitions or direct use in the reading room of the Unity Archives (FeeReg. §2.b.8-9), as well as for retrieving large-format archival documents larger than DIN A3 (FeeReg. §2.b.10).	
	per 15 minutes or part thereof	€ 13.00
2.	Certification fee for transcripts and copies of archival materials (FeeReg. §2b.3)	€ 13.00
3.	User fee for copyrighted archival materials (FeeReg. § 2b.5) - Per item	
	with a print run of up to 500 copies	€ 20.00
	with a print run of 501 to 1,000 copies	€ 30.00
	with a print run of 1,001 copies and more, or electronic publication	€ 50.00
	Commercial use	on request
	Reduction of fees is possible for students	
4.	Processing fee for printed copies or printouts of electronic data, as well as enlargements of microfilm (FeeReg. §2.b.4)	
	from archival or library holdings	
	- per A4 sheet	€ 0.50
	- per A3 sheet	€ 0.75
	from other documents	
	- per A4 sheet	€ 0.10
	- per A3 sheet	€ 0.15
5.	Processing fee for reproduction copies (FeeReg. §2.b.4) as a scan, digital photograph or microfilm item	
	- per request	€ 13.00

	- plus:	
	(a) for written documents under one archival number	
	- for up to three scans of written material under one archival number from originals up to A1 and at a resolution of up to 300 dpi	€ 13.00
	- for every 50 additional scans thereafter of multi-page originals under one archival number	€ 13.00
	(b) for image materials and topographic maps	
	- per scan of image materials and topographic maps up to A1 and at a resolution of up to 300 dpi	€ 26.00
	(c) for paintings and objects	
	- per digital photograph, painting or object	€ 26.00
	(d) for microfilm items	
	- initial microfilm item of an archival piece	€ 13.00
	- for every 10 additional images thereafter of multi-page originals	€ 13.00
	(e) extra fee for complex producing reproductions	
	- Fee for complex work, e.g. for originals larger than A1 and image processing according to time spent, per 15 minutes or part thereof	€ 13.00
6.	Fee for reproduction retrieval (FeeReg. §2.b.4)	
	- per order	€ 13.00
	- per additional file for the generation of additional files from digital master files	€ 13.00
7.	Permission to reproduce up to 30 images with own photographic equipment in the Unity Archives' reading room (Photo permit) (FeeReg. §2.b.6)	€ 13.00
	- per additional photo	€ 0.15
8.	Lending fee for archival materials for exhibitions (FeeReg. §2.b.7) - per item (archival document, book, image material, object etc.)	€ 52.00
9.	Reminder fees for late payment (FeeReg. §2.b.12)	

	upon the first reminder	€ 2.00
	upon the second reminder	€ 2.00 plus default interest
	upon the third reminder	€ 5.00 plus default interest
10.	Supplementary costs will be added to each invoice for the shipping and handling of orders; additional costs will be added to the invoice for bank fees incurred with payment made from non-EU countries to the German bank account of the Moravian Church	
11.	Fees for tours of the Unity Archives and for workshops for up to 10 people for a duration of 45 minutes (FeeReg. §2.b.13)	€ 52.00
	- per each additional 15 minutes or part thereof	€ 13.00
	- participation fee per each additional person	€ 5.00

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

Herrnhut, 1 October 2022

*Benigna Carstens,
Provincial Board of the Moravian Church, European Continental Province*