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17 May 2019
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Rules on Fees and Tariffs Explanatory Note

By order of the International Commission, rules have been adopted for the levy of fees for certain services provided by the Arolsen Archives.

These rules are an integral part of the currently effective Terms of Access.

The services which are subject to fees are specified in the Rules on Fees and Tariffs.

All services are provided by staff of the Arolsen Archives.

The following services are provided free of charge:

- Provision of information, either orally or in writing.
- Answers to research questions of a limited scope posed by visitors/users.
- Guidance on using the materials (archival holdings, books, etc.) including an introduction to the research software provided by the staff.

Rules on Fees and Tariffs of 4 August 2014 as an integral part of the Terms of Access as well as the latest change as of 1 Feb- ruary 2018

Basis:

Use of the archive and other services of the Arolsen Archives for research and educational purposes is free of charge.

The Rules on Fees and Tariffs specify the charges for the production of photocopies and digital images of documents for research and educational purposes.

No fees and tariffs apply for services the Arolsen Archives provide to individuals who fall under the Arolsen Archives mandate to provide direct service to or on behalf of the victims of Nazi persecution, survivors and their families.

Users may arrange for photocopies or digital images of documents either on-site or via written or electronic or phone request after receiving permission from the ITS to use its archives.

No complete (sub-)collection can be copied in its entirety.

Procedure:

1. Those wishing to make use of the Arolsen Archives must first submit an application. Copies of documents or digital images of documents can be requested or can be made during an on-site research visit.
2. Prior to a request being made, the Arolsen Archives can give an estimate of the anticipated charge. The actual charge will not exceed the estimate without the Arolsen Archives first informing the person concerned that the charge will be higher than previously thought. Alternatively, the user may fix an upper limit, which the Arolsen Archives must not overstep without prior agreement.
3. If either party withdraws from the contract prior to the copies having been made, the duty to perform ends for both parties. Both parties will waive any claim for material or immaterial damages.
4. Payments in accordance with these Rules on Fees and Tariffs will be due prior to the receipt of copies or digital images of documents.

These Rules on Fees and Tariffs went into effect on 1 February 2018.

Enclosure: Cost Schedule

Cost Schedule in Accordance with Rules on Fees and Tariffs

Services	Description of Service	Price per Unit	Additional Note
1	Selecting + saving digitized archival material (per image) by the user	€ 0.00	Costs for data carrier only (DVD or USB stick)
2	Selecting + saving digitized archival material (per image) by the Arolsen Archives	€ 0.50	Processing fee; additional costs for data carrier (DVD or USB stick)
3	Scan of archival material in paper form (per image) by the Arolsen Archives		Processing fee; additional costs for data carrier (DVD or USB stick)
3a	- Standard resolution	€ 1.00	
3b	- 300/600 dpi resolution (flat-rate, 1st image)	€ 25.00	
3c	- 300/600 dpi resolution (starting with the 2nd image up)	€ 5.00	
4	Scanning of archival material onto film/microfiche (per image by the user)	€ 0.00	Costs for data carrier only (DVD or USB stick)
5	Scanning of archival material onto micro-film/microfiche (per image) by the Arolsen Archives	€ 0.50	Processing fee; additional costs for data carrier (DVD or USB stick)
6	Scanning of library material (per image) by the user	€ 0.00	Costs for data carrier only (DVD or USB stick)
7	Scanning of library material and supplementary material (per image) by the Arolsen Archives	€ 0.50	Processing fee; additional costs for data carrier (DVD or USB stick)
8	Paper print b/w DIN A4 or DIN A3	€ 0.50	
9	Paper print color DIN A4 or DIN A3	€ 1.00	
10	Data carrier DVD or USB stick (4 GB)	€ 5.00	
11	Shipping at cost	Postal fee	No separate packaging costs calculated
*For the services in 2, 3a, 5, 7, 8 and 9 a 50% discount applies for students and pupils (costs are only for data carrier DVD or USB stick)			

The de minimis limit for invoicing is €10.00 (applicable to reproductions of archival and library holdings, but not to storage media and postage costs).