

# Order form for reproductions of historical documents at the University and State Library (HLB)

## Ordering party

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## Title details

Publication title: \_\_\_\_\_  
Shelf reference: \_\_\_\_\_  
Author: \_\_\_\_\_  
Publication date: \_\_\_\_\_  
Page or folio numbers: \_\_\_\_\_

⇒ Please provide the full and correct details of the title or shelf reference and images which you wish to have reproduced. We cannot process or research orders with incomplete details. Please complete a separate order form for each title.

## Purpose

The image(s) are required for the following purposes (research/exhibition projects, title of the work or exhibition, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- |                                                                                                                                                   |       |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| <input type="checkbox"/> Without publication for private use (e.g. genealogy)                                                                     | € 2.- |
| <input type="checkbox"/> Without publication for internal research or academic purposes (e.g. for institutional research and exhibition projects) | € 0.- |
| <input type="checkbox"/> Without publication for academic purposes (e.g. source-based research for assignments and theses)                        | € 0.- |

⇒ The costs of images that are to be published are listed in the section "Publication fees".

A processing fee of € 5.- is charged per reproduction order. Image files are delivered in high-resolution TIFF format.

Please indicate how you would like to receive your reproductions and how many pages you require so that we can calculate the final price.

## Costs of digital reproductions

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€ 0.50 per scanned page:    \_\_\_ pages x € 0.50

- Delivery via download link<sup>1</sup>                    + € 3.-
- On a flash drive                    + € 8.-
- + *postage*                                € 3.-
  
- + *Processing fee*                        € 5.-

## Publication fees

### 1. Publication of reproductions in printed articles and books

<b>Number of copies published</b>	<b>Per reproduction</b>
---------------------------------------	-----------------------------

- |                                        |       |
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| <input type="checkbox"/> Up to 1,000   | € 17  |
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| <input type="checkbox"/> Up to 10,000  | € 66  |
| <input type="checkbox"/> Up to 100,000 | € 88  |
| <input type="checkbox"/> Over 100,000  | € 143 |

- Publication on cover page + € 75

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<sup>1</sup> Depending on the number and size of the requested image files, this option may not be offered. In this case, a CD Rom/DVD or flash drive must be used. We will inform you about this in good time.

2. Publication of reproductions as electronic versions (e.g. essays and monographs that will be published online only)<sup>2</sup>

- As an internationally available version of of a monograph on the internet € 50.-
- As an internationally available version of an article on the internet € 25.-
- Publication on the cover page + € 75

⇒ For items with hybrid forms of publication, which publishers distribute in printed form and online via open access, costs are charged according to the number of copies ordered as specified in item 1. If this is not the case, the fees listed in item 2 apply.

3. Publication of reproductions for exhibitions

- On exhibition posters (up to the format size 30 x 42 cm) € 150
- On exhibition posters (large-format poster, over 30 x 42 cm) € 250
- For the design of exhibition spaces at a permanent exhibition € 150
- For the design of exhibition spaces at a special exhibition € 75
- For the design of flyers € 50

⇒ The use of images for purposes not listed here, (e.g. on postcards, calendars or other merchandise products) is prohibited.

4. Publication of reproductions in television programmes, video productions and cinema films

**Per reproduction**

- National € 28
- Europe € 44
- International € 83

5. Publication of reproductions in the internet

**Per reproduction order**

- Up to one year € 44
- Over one year € 110

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<sup>2</sup> The costs apply to images that are requested as high-resolution TIFF files. Digital reproductions from the in-house digital library FulDig can be used freely as long as they are published under the license CC-BY-SA 4.0.

TOTAL COSTS: \_\_\_\_\_

No reproductions can be made of works protected by copyright. If digitisation is not possible for conservation reasons, we will inform you immediately.

No fees are charged for cost estimates. If you have any questions, please contact us at: [digitalisierung@hlb.hs-fulda.de](mailto:digitalisierung@hlb.hs-fulda.de).

Please submit the completed form either in person or by email to the above address. A reproduction request is usually processed within 14 work days after we have received your order. After you have received our invoice, payment must be made by bank transfer to: Hochschule Fulda, Landesbank Hessen-Thüringen (Helaba), IBAN: DE85 5005 0000 0001 0064 93. It is important that the following information is provided as the reason for payment on the transfer form: 400419, your name and the shelf reference of the requested document.

**By placing an order, you also acknowledge that**

- *prior to publication, you must obtain the written consent of Fulda University of Applied Sciences, represented by HLB*
- *you are obliged to provide the library with a specimen copy after publication without being explicitly asked to do so*
- *copyright must always be protected in the event of publication*
- *images must be credited as follows:*  
*"HLB Fulda, shelf reference, page or folio reference"*

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Place, date

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