

Schedule of Fees

(valid from June 2, 2022)

I. Archive Use

Use of Archives, daily rate	€ 10,-
Research by Archive Staff (per half hour or part thereof)	€ 30,-

II. Copies / Scans

1. Made by user

Copies/Scans (all types and sizes) per page	€ 0,50
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2. Made by staff

Copies/Scans (all types and sizes) per page	€ 1,-
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3. Processing

Processing fee per order	€ 10,-
Dispatch via e-Mail (up to max. 8 MB) or provision on FTP Server	Free of charge

III. Postage

According to the fees of the Deutsche Post (German Post Office)

IV. Bank Charges for Foreign Payments

Outside the Euro zone up to an invoice amount of € 50,-	€ 8,-
Outside the Euro zone for invoice amounts greater than € 50,-	€ 12,-
Outside the European Economic Area	€ 20,-

Express reference is made to the enclosed excerpt from the **usage regulations!**

Subject to change without notice.

Payment must be made in advance to the account mentioned below at Sparkasse Bayreuth, quoting the purpose:
 Hst. 0.3111.1190.

RICHARD WAGNER MUSEUM
 MIT NATIONALARCHIV UND FORSCHUNGSSTÄTTE
 DER RICHARD-WAGNER-STIFTUNG BAYREUTH
 – HAUS WAHNFRIED –

Wahnfriedstr. 2
 95444 Bayreuth
 info@wagnermuseum.de
 Datenschutzhinweise: www.wagnermuseum.de/datenschutz

Steuernummer: 208/147/00330
 Umsatzsteueridentifikations-Nr.: DE 229157447

IBAN: DE 54 7735 0110 000 9 0226 25
 BIC: BYLADEM1SBT

IMAGE ARCHIVES

I. Delivery or Provision of photographic material

1a. New photographs of archival materials

Exclusively against payment of costs on the basis of a quotation from a photographer appointed by the Richard Wagner Museum

1b. New digital photographs of drawings, illustrated works, prints, photographs from books and other flat material (except paintings, sculptures, autographs) maximum 20 cm x 30 cm

Per page	€ 30,-
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2. Image files (of already digitalised material) images by download, resolution 300 ppi, size 1500 x 2100 pixels (13x18 cm with 300 dpi output), TIFF format, uncompressed, for IBM PC or MAC

Per file	€ 15,-
The prices in 2. are reduced for use in scientific purposes	less 50 %

The files are made available exclusively via server download (FTP)

II. Use

The fees for the use of image material of the archives include, in addition to delivery or provision according to I., compensation depending on the type and scope of use. Pursuant to § 13 of the regulations for use, these expressly do not include compensation for remuneration claims pursuant to UrhG (Copyright Act) in the sense of a royalty.

1. Reproduction in books, illustrated books, exhibition catalogues, programme booklets, on the inside pages of CD/DVD booklets (distribution in Germany, image format up to one page) per motif

Basic fee	
Circulation up to 1.000	€ 25,-
Circulation up to 3.000	€ 50,-
Circulation up to 5.000	€ 55,-
Circulation up to 10.000	€ 60,-
Circulation up to 25.000	€ 65,-
Circulation up to 50.000	€ 70,-

2. Reproductions in newspapers / magazines (domestic, print editions only, up to one page) per motif

Basic fee	
Circulation up to 100.000	€ 45,-
Circulation up to 500.000	€ 90,-
Circulation up to 1.000.000	€ 130,-
Additional digital editions (website, app, e-paper etc.)	plus 50 %

3. Posters, postcards, advertising brochures, advertising leaflets, flyers, press releases, e-newsletters, roll-ups and other marketing materials

Basic fee	Per medium
Circulation up to 500	€ 60,-
Circulation up to 2.000	€ 70,-
Circulation up to 5.000	€ 85,-
Circulation up to 10.000	€ 100,-
Circulation up to 25.000	€ 125,-
Circulation up to 50.000	€ 175,-
Circulation up to 100.000	€ 210,-
Each additional 100.000	plus € 50,-

4. Calendars (commercial product; domestic)

Basic fee	
Circulation up to 10.000	€ 160,-
Circulation up to 50.000	€ 190,-
Circulation up to 100.000	€ 220,-
Each additional 100.000	plus € 50,-

5. Reproduction on decorative art objects and reproduction (copying) of collection objects for commercial purposes

€ 250,-

6. Reproduction in exhibitions of non-commercial public institutions (showcase, panel, touchscreen, video guide, apps etc.)

€ 25,-

7. Publication on the internet and other networks (per image; image size of 10 x 15cm corresponds to 283 x 425 pixels at 72 dpi; b/w and colour):

Per file	€ 50,-
Mengenrabatt	
from 10 images	less 20 %
from 20 images	less 30 %
Discount for school and educational purposes	less 50 %

8. Reproduction of provided picture material in film, television or video/DVD (including partial reproduction)

- a) for television broadcasts (including all repeats, streaming, podcasts, downloads for 10 years, 7-day catch-up, video on demand, DVDs, no advertising, insertion time up to 3 minutes). Not applicable in the case of filming on location and payment of a flat rate according to III. 2. b)

Reach	
National	€ 50,-
International	€ 90,-

- b) for TV/cinema advertising (domestic; per insertion of max. 10 seconds)

Up to 15 broadcasts	€ 800,-
Each additional 10 broadcasts	plus 25 %

- c) in cinematic works (domestic)

Type of film	
Cultural or documentary films	€ 45,-
Other commercial films	€ 75,-

- d) Broadcasting and screening via video projector, video installation, projections at various events, in theatres, in gastronomy, also as a background

Type of screening (incl. repeats)	
Non-commercial (without admission)	€ 45,-
Other commercial use (with admission)	€ 90,-

No fee shall be charged for reproduction on cine film (up to 16 mm), for television and video/DVD films, slide shows and digital image presentation (video projector) used exclusively for educational and teaching purposes in educational institutions and schools or for school radio broadcasts.

9.1. Surcharges and discounts of the amounts mentioned under 1. to 8. and exemption from charges

- a) Surcharges (on the respective basic fee):

Title page, book cover, double page	plus 50 %
e-book, Google books, etc. according to circulation	plus 150 %
Use for advertising purposes, if not already included	plus 75 %

b) Discounts (each on basic fee):

Reissue, reprint, translation, licensed edition, scientific publication, textbook	less 50 %
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9.2. In the following cases, compensation according to II. may be waived at the discretion of the archive management:

- a) illustrated reports
- b) if the reproduction serves to adequately advertise the institution or its respective sponsor (especially in the case of publications issued by third parties on behalf of the institution)
- c) reports in which there is a public interest, especially for reasons of contemporary history

9.3. Exemption from charges

A fee according to II. shall not be charged for:

- a) publications with very small circulation (up to 100 copies)
- b) reproductions in academic publications (at the discretion of archive management) up to circulation of 1,000 copies,
- c) current reports,
- d) for films of the University of Television and Film and of comparable state or state-supported institutions

III. Permission for photography, television, film or video recording

1. Permission may be granted to third parties to photograph or film individual items of the collection, to be specified, if they undertake to comply with the following conditions:
 - a) to indicate the location of the original in any reproduction;
 - b) to grant the archive or museum directorate the right to reproduce these recordings at any time for publications of the museum without compensation;
 - c) not to transfer the right to reproduce these recordings to third parties without the permission of the archive or museum directorate;
 - d) in the event of a reproduction for which a fee is charged, to submit a specimen copy to the archive or museum directorate after consultation with the archive or museum directorate;
 - e) in the case of reproductions, to pay to third parties the reproduction fees also applicable to the archive's or museum's own recordings;
 - f) to have any reproduction of this recording made only with the special permission of the directorate;
 - g) in the case of reproductions for which a fee is payable, to pay the appropriate compensation;
 - h) to make the recordings at the times determined by the management.

The use of flash is subject to approval!

2. The following fees shall be charged for the issue of a permit:

- a) For photography
 - aa) by professional photographers and when taking photographs for commercial purposes € 50,-
 - bb) by amateur photographers using a tripod € 15,-
- b) For film / video or television recordings

hourly rate	€	180,-
plus personnel costs per person and hour	€	30,-
night surcharge from 8 p.m. (per hour or part thereof)	€	15,-
surcharge for Sundays and public holidays (per hour or part thereof)	€	10,-

In the case of particularly time-consuming film/video or television shoots (e.g. shoots in the evening or at weekends; complete or partial closure of rooms to carry out the shoots; major preparatory work; shoots requiring the relocation of collection items, etc.), the prices may be increased by up to 3 times the amount stipulated above. If, despite extensive preparatory work, no photographs are taken, a cost rate of up to 50% of the above-mentioned basic fees may be demanded for the expenses incurred in this connection (management costs; wages and salaries of staff, etc.).

Payment shall be made net in advance.

The basis for this is the respective valid conditions of use.

Subject to alterations.

Excerpt from Conditions of Use (as at June 2nd, 2022)

§ 5

Applications and orders

(1) Applications to use the Archives must be made in writing, using an application form. Orders for images may also only be made in writing. Forms and further information can be found online at <https://www.wagnermuseum.de/nationalarchiv/archivbenutzung/>.

(2) The application /order must contain as detailed a description of the objective, topic and material of the project as possible. Generalised applications to view entire archive categories, as well as similarly generalised or convoluted applications are not possible.

(3) By signing the application for use and/or an order form for reproductions, the signatory/client confirms that he/she has read and understood the regulations on use and charges and accepts their conditions.

§ 9

Violations of the Conditions of Use

(1) Concealment of the actual or unauthorised extension of the approved purpose of use, intentional or negligent damage to or mixing up of archival materials, as well as violations of the conditions of use, especially unauthorised, arbitrary reproductions of archival materials, the removal or attempted removal of archival materials, other collection materials, archival aids, books, etc. shall result in temporary or permanent exclusion from the use of the archives.

(2) Violation of the conditions of use or contractual agreements shall furthermore lead to an increase in the fees owed:

- a) 100 % in the case of missing or incorrect proof of origin according to § 15 (obligation to indicate source).
- b) 500 % in the event of misuse of or exceeding the permits issued.

(3) Archive users are obliged to take the greatest possible care when handling archival records and books. They are liable for damage to the archival materials through alteration, soiling and vandalism as well as loss. Damage to media also includes entries of any kind, such as strikeouts and correction of errors, as well as folding of pages, plates and maps.

(4) Damage or loss must be reported immediately.

(5) The Archives management shall determine the type and amount of compensation at its due discretion. It is prohibited to repair damage oneself or to have it repaired. The Archives may demand the procurement of a replacement copy of equal value or charge to the user the costs for the replacement of the original, a copy by reprint or costs in the amount of the assessed value.

§ 10

Assistance by Archives Staff

(1) The Archives staff shall only assist in research by identifying and presenting archival records, literature or image material.

(2) Written information shall be limited to notifications of Archives holdings.

(3) Further information is at the discretion of the Archives staff and is subject to charges in accordance with the applicable schedule of fees.

§ 12

Image Reproductions

(1) Image reproductions of archival materials or collection items shall be made in the name and for the account of the client. The costs shall be determined by the schedule of fees and shall be payable in advance against invoice, in exceptional cases and at the discretion of the Archive management also after delivery. In accordance with the order, delivery is usually made either as a high-resolution image file or as a PDF.

(2) Image reproductions intended for publication are generally produced by Archives staff or by photographers contracted by the Richard Wagner Foundation. Exceptions are only permitted against a special fee. In this case, a high-resolution image file must be made available to the Archives free of charge within four weeks of production, together with the transfer of all rights, in particular the exclusive right of use.

(3) In the museum, photography, with the exception of photographs taken by visitors for exclusively private use and excluding the types of use permitted under copyright law (reproduction, dissemination, publication, etc.), is subject to authorisation and payment.

§ 13

Publishing of Photographs

(1) The permission to publish is associated with the transfer and transmission of image files of archival materials or collection items or the granting of a photography permit (usually for the museum). The permission is only valid for a single publication and is limited to the print or film product specified in the image order or in the application for use (simple right of use).

(2) The permission to publish does not, however, extend to copyright claims of third parties, insofar as such claims exist and/or are asserted. In the event of publication of image reproductions of archival materials or collection items from its holdings, the Archives/Museum shall be exempted from any such claims. The client/applicant is therefore responsible for observing and, if necessary, clarifying copyright regulations.

(3) The fees for the administration, provision and use of image reproductions shall be governed by the applicable schedule of fees. They shall include compensation for the use of image reproductions of archival records or collection items or a provision fee for storage, maintenance and

administration of the Archives as well as the service provided by the Archives, but not compensation for copyright remuneration claims pursuant to UrhG (Copyright Law) in the sense of a licence.

(4) The image information stored in the file, in particular the image reference including URL, may neither be manipulated nor removed. In the event of infringement, a surcharge shall be levied in accordance with § 9 para. 2a.

§ 16 Specimen copies

(1) A specimen copy of every publication based on the use of the archives or used in the image reproduction of archival material shall be submitted unsolicited after publication. This applies in particular to dissertations and admission theses.

(2) A DVD copy shall be sent to the Archives of films that have been shot in whole or in substantial part in the Museum or Archives.

(3) The Richard Wagner Museum or the National Archives of the Richard Wagner Foundation Bayreuth shall be named in an appropriate form (e.g. closing credits).

§ 18 Fees

The use of the Archives, the work and time expended by the staff in connection therewith or in answering written enquiries, as well as the delivery of image reproductions, is subject to a fee. The fees are set out in a schedule of fees, which can be accessed at <https://www.wagnermuseum.de/nationalarchiv/archivbenuetzung/entgeltordnung/>.

§ 19 Liability

(1) As a matter of principle, the use of the Archives is at the own risk of the authorised users, who must exercise due care and follow the instructions of Archives staff.

(2) The Archives shall only be liable for damage resulting from the use of the facilities if it is guilty of intent or gross negligence. This shall not apply to damage to life, limb or health, in which case the statutory provisions shall apply.

(3) The Archives shall not be liable for damage caused by borrowed media to equipment or other objects of the authorised users or of third parties.

(4) No liability shall be assumed for personal injury or damage to property caused to authorised users by third parties in the course of using the Archives. The exclusion of liability also includes lost objects belonging to authorised users, damage caused by improper use of the media, the condition of the media, errors in borrowing or in providing information.

(5) The Archives assumes no liability for errors or defects in technical equipment installed in the Archives and serviced by outside companies.

§ 20

Data protection

(1) The National Archives of the Richard Wagner Foundation collects, processes and stores personal data, partly in electronic form, to the extent necessary to provide its services. The legal provisions of the Federal Data Protection Act and the Bavarian Data Protection Act shall be observed.

(2) The Archives may transmit personal data to third parties in electronic form within the scope of commissioned data processing for the provision of its services.

(3) For the application for formal admission to use as well as when updating a user account, the following data shall be collected and stored (user master data):

1. Name
2. Date of birth
3. Gender
4. Details of the identity document: type of document and expiry date
5. Postal address
6. Telephone number (optional)
7. e-mail address (voluntary information).

(4) In addition to the data mentioned under para. 3, the Archives collects and stores the following data for a user application:

1. Occupation of the user
2. Subject of the work or objective of the use of the Archives
3. Purpose of use
4. Intended type of evaluation
5. Archival items provided.

(5) Authorised users may consent to their name, address and intended use being communicated to other persons with similar intended uses. Authorised users will not suffer any disadvantages during use if this consent is not granted.