

**Museum Schloss Moyland Foundation
van der Grinten Collection
Joseph Beuys Archive
of North Rhine-Westphalia**

**Stiftung
Museum Schloss Moyland
Sammlung van der Grinten
Joseph Beuys Archiv
des Landes Nordrhein-Westfalen**

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**Schedule of Fees for the
Joseph Beuys Archive
and the Museum library**

1. Scope of application

Services of the Joseph Beuys Archive and the Museum library are subject to fees according to this schedule.

2. Fees

2.1 Fees for photocopies / digital low-resolution images

Service	A 4 copy standard	A 3 copy standard
Photocopy B&W	0.15 €	0.25 €
Photocopy colour	0.50 €	1.00 €
Handling fee for copies made by foundation employees	20.00 € per every 30 minutes plus charges for copies No handling fee for less than 15 copies	20.00 € per every 30 minutes plus charges for copies No handling fee for less than 15 copies
Low-resolution images (jpg) made by visitors with a provided digital camera (jpg)	0.15 € per jpg	

Service: Handling fee for low-resolution images (jpg) made by foundation employee	20.00 € per every 30 minutes plus charges for jpgs No handling fee for less than 15 jpgs
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2.2 Fees for scans

Service: Standard-scan (100 dpi), original up to DIN A3, processed by foundation employee Handling fee for producing scans by foundation employee	JPG/PDF per scan/page: 1.00 € 20.00 € per every 30 minutes plus charges for scans No handling fee for less than 5 scans/pages
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2.3 Fees for digital repro-photography

Intended Use	JPG / 100 dpi	TIFF / 300 dpi
Dissertations, essays in academic journals, academic conference proceedings	20.00 €	30.00 €
Other purpose	50.00 €	70.00 €
Service: Digital image editing per 30 minutes of work by foundation employee	35.00 €	

2.4 Fees for research services

Research services	per 30 Minutes	20.00 €
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The first 30 minutes are free of charge. This stipulation applies to all research services requested at the Joseph Beuys Archive that users could perform themselves as well as extensive research for exhibition and book projects.

3. Free access, discounts

Unless stated otherwise in the Schedule of Fees, the use of media and archive materials in the reading room of the archive/library is free.

Due to the cooperation agreement between the Museum Schloss Moyland Foundation and the Kunstakademie Düsseldorf (academy of arts), the academy's employees and students can take advantage of the services of the Joseph Beuys Archive and the Museum library at a 50 % discount. This also applies to members of the Society of Friends of the Museum Schloss Moyland, pupils, students, federal voluntary service members and people recognized disabled.

4. Loans of original archive/library materials

Original archive/library material, including photographic originals such as slides, is only lent out in special cases and with prior approval by the Archive/Library management. The loan-conditions and the concerning charges will be specified in a loan agreement.

5. Shipping costs

Shipping costs that arise from the services specified above are to be paid by the user.

Shipping will generally be carried out by a German upload-service for which there will be usually no additional costs. For shipping a compact disc, 5.00 €, including shipping-costs, will be invoiced.

6. Billing, reminders

Fees are due immediately at the time of service provision. The payment applies to the service provided and is due irrespective of the success of a subsequent publication/use. VAT and shipping costs (if applicable) will be added to the invoice. Services that require shipping are to be paid in advance. Services for large orders expected to cost over € 500 will be provided according to instalments paid. International orders may be subject to additional bank fees.

Fees for payment reminders are 5.00 € for the first notice and 10.00 € for the second. From the third notice onward, a collection agency will be employed.

7. Entry into force

This Schedule of Fees is effective immediately and replaces the Schedule of November 1st 2019.

Moyland, November 11th 2020

Board of the Museum Schloss Moyland Foundation

Harry Schmitz

Franz Rudolf van der Grinten
- speaker -

Nicolas Baron von Steengracht