

## Schedule of Fees

### 1. Scope of Application and Establishment of Fees

- 1.1. Fees are charged for services provided by the museum collection, the Joseph Beuys Archive and the museum library in accordance with this schedule of fees.
- 1.2. Unless otherwise stipulated in the schedule of fees, personal visits and the use of media and archive materials for consultation in the reading room of the archive/library are free of charge.
- 1.3. Introductory advice and instruction on the archive material provided is a free service for users.

### 2. Reduction, Remission of Fees

- 2.1. Members of the association Museum Schloss Moyland e. V. , schoolchildren, students, federal volunteers, people with recognized disabilities as well as employees of the Kunstakademie Düsseldorf receive the services of the Joseph-Beuys Archive and the Museum Library free of charge.
- 2.2. The archive/library-management may also waive the fees at its own discretion if, for example, the request serves a charitable or non-profit purpose.

### 3. Fees

#### 3.1 Charges for processing and research by employees

| Type of Service  | First Hour   | Each additional half Hour |
|--|--|---------------------------|
| Fees for research by employees   | 30,00 €  | 20,00 €                   |
| Fees for checking and, if applicable, issuing permissions for publications   | 25,00€   | 20,00€                    |
| Processing fee for increased workload (e.g. for reasons of inventory management, the degree of indexing or over-formatting)              | Fee depending on expenditure per half hour or part thereof<br>35,00€ |                           |
| Fixed rate for providing extensive archive holdings (more than 20 documents) and further consultation for each half hour or part thereof | Fee depending on expenditure per half hour or part thereof<br>35,00€ |                           |

### 3.2 Charges for photocopies / digital user copies

**Note: Copies are only possible of publications and documents that do not pose a conservation risk**

| Type of Service   | A 4 standard copy  | A 3 standard copy |
|---|--|-------------------|
| Photocopy b/w   | 0,50 €   | 1,00 €            |
| Photocopy colour  | 2,00 €   | 3,50 €            |
|   |  |                   |
| Usage copies jpg, pdf up to 100dpi, template up to DIN A3   | 1,00 € per file/page/image                                 |                   |
| Production of digital user copies of digital originals/sources  | 0,50 € per file/page/image                                 |                   |
| Processing fee for the making of analog or digital copies by employees of the Museum Schloss Moyland Foundation | 20,00 € per 30 minutes or part thereof plus fee for copies |                   |

### 3.3 Fees for digital reproduction (without granting of rights)

| Type of Service   |  |
|---|--|
| Customizing of digital reproductions per file/page/image, from digital originals, as jpg or tiff, 300dpi  | 2,50 € per file/page/image             |
| Customizing of digital reproductions per negative or slide, as jpg or tiff, 300dpi  | 3,50 € per file/page/image             |
| Higher reproduction quality (according to px or dpi)  | by arrangement and expense             |
| Image processing  | 35,00 € per 30 minutes or part thereof |
| <b>External Services</b>  |  |
| Costs for reproduction work carried out by specialist commercial companies that cannot be carried out by employees of the Museum Schloss Moyland Foundation | by arrangement and expense             |

#### 4. Publication fees (if the rights are held by the Museum Schloss Moyland Foundation)

| Type of Service  | Costs                       |
|--|-----------------------------|
| Publications such as <b>scientific</b> dissertations, articles in specialist journals, newspapers, books | 45,00€ per file/page/image  |
| Publication for <b>commercial</b> purposes such as advertising, internet, film and television            | 100,00€ per file/page/image |

#### 5. Fees for loans from the museum collection

| Type of Service  | Costs                              |
|--|------------------------------------|
| For the provision of artworks and photographs  | 120,00 € per artwork / photography |
| Loading assistance on site at Museum Schloss Moyland   | 50,00 € flat rate                  |
| Ektachrome for single reproduction, duration of use 3 months                                     | 85,00 € per Ektachrome             |
| For reproduction material per reproducible digital scan, duration of use 3 months, format: *.tif | 90,00 € per digital copy           |
| Travel and transportation costs  | by arrangement and expense         |

#### 6. Loans of original material from the Archive

Originals from the archive or library are only lent out in special individual cases and with the approval of the archive/library-management. The terms and conditions will be communicated to the borrower separately in the terms and conditions of the loan. All fees incurred for loans are based on this Schedule of Fees and the costs for the lending services.

#### 7. Shipping and handling Fees

If shipping costs are incurred in connection with the provision of the above-mentioned services, these shall be borne by the user.

#### 8. Billing, Reminders

The fees are generally due immediately upon performance of the service. Payment of the invoice shall remunerate the service provided and shall be made irrespective of the success of any subsequent publication/utilization. All fees are invoiced plus VAT and any shipping costs incurred. Services that require shipping are to be paid for in advance. If, in the case of more extensive orders, an expenditure of more than € 500 is foreseeable, the provision of services shall be made dependent on corresponding payments on account. For orders from abroad, the bank charges incurred will be invoiced additionally.

If the agreed appointment is missed, 50% of the costs for the services already rendered must be paid in accordance with the fee schedule.

## **9. Entry into Force**

This Schedule of Fees comes into force with immediate effect and replaces the Schedule of Fees dated November 11, 2020.

Moyland, February 6th 2024

Board of the Museum Schloss Moyland Foundation