

## CHARGES

### 1. USER CARDS

Day-ticket		Weekly ticket (five-day ticket)		Monthly ticket (twenty-day ticket)		Annual pass	
For use on any two weekdays within one year	5,00 €	For use on any five days of the week within one year	10,00 €	For use on any twenty days of the week within one year	25,00 €	For use for the duration of one whole year	50,00 €

Students who use the archive as part of a seminar or other course only require a weekly pass for the duration of a semester (October to February or March to June) after prior written registration by the lecturer.

### 2. PUBLICATIONS

When using reproductions of the State Archives for publication in books and e-books, illustrated books, exhibition catalogues, newspapers and magazines, calendars, on the World Wide Web and other new media, a lump sum of € 30.00 must be paid for each original used, a complete list of sources must be provided and a free specimen copy - in a form appropriate to the respective medium - must be sent to the address Österreichisches Staatsarchiv/ÖADS, Nottendorfergasse 2, 1030 Vienna or to the e-mail address [oesta@oesta.gv.at](mailto:oesta@oesta.gv.at).

### 3. EXHIBITIONS

#### 3.1 Stationary exhibitions

Use of originals			
A loan agreement must always be concluded with the State Archives for the loan of originals for exhibition purposes. The costs incurred (object framing, courier accompaniment, security recording, insurance, etc.) will only be calculated precisely upon conclusion of the loan agreement. The processing costs include administration, documentation, security images and restoration.			
Processing-costs:		Exceptions:	
The first Archivale	400,00 €	Each additional archive	200,00 €
The costs listed do not apply to particularly valuable archive records. In such cases, costs apply by agreement.			
Courier-escort:			
Per Diem	80,00 €	½ Daily allowance	40,00 €
Working time flat rate/day	200,00 €	½ Working time flat rate	100,00 €
Hotel & travelling expenses	to the respective extent		

Use of photos		
Per photo	€ 50,-	Additional individual costs incurred (courier escort, security recording, insurance, etc.) will only be calculated precisely when the loan agreement is concluded.

Use of reproductions (also as projections)	
Per item	€ 50,- plus reproduction costs

#### 3.2 Virtual exhibitions

A separate agreement must be made for the use of reproductions in the context of virtual exhibitions.

#### 4. TELEVISION AND FILM RECORDINGS

Filming (per hour or part thereof)	Broadcasting rights
scientific production: 200,00 €	unlimited: 400,00 €      limited: 200,00 €
other productions (such as feature films, series, etc.): 300,00 €	

Television and film recordings - with the exception of contributions to daily news reporting - require the conclusion of a filming authorisation agreement that specifies the modalities. The Directorate General reserves the right to make the final decision on filming.

#### 5. REPRODUCTIONS

##### Self-produced copies or scans using a prepaid card

Prepaid card	Costs
10 points	2,50 €
25 points	6,00 €
50 points	10,00 €
100 points	18,00 €
500 points	60,00 €

Type of reproduction	Required points
Scan	1
A4 Black and white printout	2
A3 Black and white printout	4
A4 Colour printout	6
A3 Colour printout	12

##### a) Copies or scans made by the State Archives

Reproduction costs (for private use):			
Format	Copy		
	BW	Colour (Nottendorferg. location only)	
A4	1,00 €	9,00 €	
A3	2,00 €	14,00 €	
A2		23,00 €	
A1		41,00 €	
Oversize/running metre	10,00 €	65,00 €	
Scans (up to max. 400dpi), data format JPEG, TIFF. The dispatch takes place via WeTransfer.			
Format	Price per scan	Additional costs for the production of a CD or DVD per disc	
Up to A3	6,00 €	7,00 €	
Up to A1	12,00 €		
A1 and larger	16,00 €		

##### b) Taking your own digital photos and scans in the research rooms

Taking your own digital photos (smartphone photos etc.) in the reading rooms is generally permitted until further notice and free of charge, provided that other users are not disturbed. The use of a flashlight is prohibited. The use of one's own book and document scanners (only portable incident light scanners) is permitted. This does not apply to documents in oversize format and documents that are otherwise subject to a copying ban.

#### 6. ENQUIRIES, EXPERT OPINIONS

The first half hour of processing time will not be charged.		
Professional processing of written and verbal enquiries	per half hour of processing time or part thereof	45,00 €
Scientific expertise	per half hour or part thereof	90,00 €

#### 7. GUIDED TOURS

Per person 5,00 €. Minimum number of participants 10 persons. Guided tours are free of charge for children and young people up to the age of 18 and for students attending a subject-specific course.