

Digital Reproduction Works

Address / phone / e-mail

Invoice recipient
(if other than addressee)

Order

Fonds	Number	Page	Comment
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Estimated number of copies

Delivery by download (HessenDrive) (pleas enter e-mail address)

Delivery by postal mail (€ 5.00 charged additionally per order)

Delivery to the reading room (Maximum holding time 4 weeks, postal delivery afterwards)

Fee catalogue for digital reproductions

Copies of archival material	(AllgVwKostO-MWK Nr. 441)	per copy	€0.50
Copies of digital archival material	(AllgVwKostO-MWK Nr. 443)	per file	€0.50
Photo processing	(AllgVwKostO-MWK Nr. 461)	per reproduction	€4.00

Photo processing works may be necessary if an increased input in terms of technology or time is required for conservational reasons or due to an oversize format of the original. A surcharge based on the required input may be added for particularly complex orders (AllgVwKostO-MWK Nr. 465). The Hessisches Landesarchiv will consult with the ordering party in such events. The basis for the calculation is the AllgVerwKostO No. 1412 (General Administrative Expenses Regulation). We reserve the right also to upload the digital copies to Arcinsys.

Legal basis

Pursuant to Section 9 Terms of Use for the Hessian Archives of December 20, 2019 (Gazette StAnz. 2020, S. 90), users may generally have copies or reproductions of archival material made in the workshops of the Federal State Archives. This is ruled out only if there is a risk of danger or damage to the archival material. Archival items affecting the interests worthy of protection of persons concerned or of third parties and which are still subject to terms of protection may only be reproduced in exceptional cases. Particular care is then to be taken when publishing and making use of knowledge obtained from such archival material (Section 4 (2) Terms of Use for the Hessian Archives). If the Federal State Archives Hessen does not have the rights of use, or only to a limited extent, the originators or their representatives must be contacted for obtaining the rights of use. The Federal State Archives Hessen shall not be liable for third-party claims arising from the infringement of these copyrights.

I confirm that I have taken note of the legal basis for the reproduction order.

Date

Signature

Please send the completed form to Hessisches Landesarchiv, Abt. Hessisches Hauptstaatsarchiv Wiesbaden, Mosbacher Straße 55, 65187 Wiesbaden or as a scanned document to wiesbaden@hla.hessen.de.

For payments from abroad please use prepayment. We will send you further information with the invoice.

To be filled out by the reproduction service only!

Standard copies No. 441

Standard copies No. 443

Photo processing No. 461

Surcharge No. 465

Person responsible and order completion _____