



Fee Schedule

Valid from 1 March 2020

Update: 1 October 2021

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Preliminary Remarks

In order to help preserve Germany's cultural heritage, the German National Library collects, classifies and archives all printed and digital material published or distributed in Germany since 1913 along with foreign publications about Germany written in the German language. This includes all sheet music and music resources published in Germany. The German National Library is Germany's largest library with more than 34 million media units. It also houses a number of valuable, extensive special collections, the German Exile Archive 1933–1945 and the German Museum of Books and Writing. The German National Library's holdings and services can be used in the reading rooms in Leipzig and Frankfurt am Main; they can also be accessed digitally through the World Wide Web where permitted by law. The library maintains cooperative relations nationally and internationally and is committed to developing the information infrastructure in Germany and Europe.

On 22 November 2019, the Administrative Council passed the following Fee Schedule based on section 4 par. 3 of the law regarding the German National Library. It was approved by the Federal Government Commissioner for Culture and the Media on 13 February 2020 and subsequently came into force on 1 March 2020.

Invoicing Principles, Minimum Invoice Amount

The German National Library's services are generally provided against payment of a fee. Expenses such as shipping costs are charged separately as described in section 10.2 of this Fee Schedule. Users may be requested to pay fees and expenses in advance.

A minimum invoice amount of 10 Euro applies to orders for which an invoice is issued. This does not apply to use of the direct delivery service described in section 5 of this Fee Schedule.

1. User cards¹

Annual card	42.00 Euro
Monthly card	18.00 Euro
Day card (valid until the end of the next library business day).....	6.00 Euro
Corporate card (companies and company departments up to 100 employees) Annual card	170.00 Euro
Replacement user cards: Issue of a replacement card in the event of loss, theft or improper use All-inclusive administration fee	10.00 Euro
Transferring a user card Additional fee for use	42.00 Euro
Use of another person's user card Additional fee for use	42.00 Euro

2. Information Services

Information services (bibliographic research, compilations of literature, information on title copyright, other information) are generally provided free of charge unless the research required is particularly difficult, i.e. in the case of time-consuming requests requiring more than 15 minutes of research. This also includes fruitless research that was requested despite the user having received prior information.

From the 16th minute of every quarter-hour begun	10.00 Euro
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¹ On 22 November 2019, the Administrative Council decided to suspend general user fees for a two-year trial phase from 1 March 2020 to 28 February 2022. The trial phase was extended until 29 February 2024 by resolution of 1 October 2021.

3. Self-Service Duplications and Duplications on Request²

Archive copies are subject to special holding protection regulations. This means that the library can exclude individual works and certain parts of works from duplication on preservation grounds. The library is obliged to comply with applicable provisions for the protection of copyright in all cases.

The following forms of duplication are available on a self-service basis:

Paper copy
(duplication on paper irrespective of the source medium)

Digital copy³
(duplication in electronic form: storage on a data carrier, e.g. a USB stick)

3.1. Self-service duplications

Paper copy black/white	
DIN A4 per page.....	0.10 Euro
DIN A3 per page.....	0.20 Euro
Paper copy colour	
DIN A4 per page.....	0.50 Euro
DIN A3 per page.....	1.00 Euro
Self-service digital copy per page	0.05 Euro

3.2. Duplications on request

Paper copy black/white	
DIN A4 per page.....	0.20 Euro
DIN A3 per page.....	0.50 Euro
Paper copy colour	
DIN A4 per page.....	1.50 Euro
DIN A3 per page.....	2.50 Euro
Digital copy (resolution up to 200 dpi)	
Expenses ⁴ are charged separately	
DIN A4 per page.....	0.20 Euro
DIN A3 per page.....	0.40 Euro
Slides	
DIN A 4 black/white per page.....	1.00 Euro
DIN A 4 colour.....	2.50 Euro

² Registered users of the German National Library with valid user cards.

³ Digital copies available on a self-service basis where technically feasible.

⁴ See section 10

4. Duplication of audio/video media and electronic publications on data carriers

Only for media that are no longer available commercially, subject to applicable copyright regulations. Material costs are charged separately.

4.1. Clips for research or private study

Clips from CDs and other digital audio media
for each quarter-hour of runtime begun..... 5.00 Euro

Clips from DVDs and other digital or analog video media
for each quarter-hour of runtime begun.....15.00 Euro

Clips from LPs, for each quarter-hour of runtime begun 7.00 Euro

Clips from shellac records and other analog audio media
for each quarter-hour of runtime begun.....10.00 Euro

4.2. Clips for radio or commercial use

(only with the permission of the holders of the respective rights)
for each quarter-hour of runtime begun in addition to 4.1.....10.00 Euro

4.3. Reproduction of electronic publications on data carriers

per quarter-hour of work time begun10.00 Euro

5. Direct delivery of copies to registered⁵ users (Germany only)

The following fees are charged for this service, which includes the provision of black/white copies (paper or digital⁶) in DIN A4 format:

User group 1: Staff at universities, public institutions, libraries..... 7.50 Euro

User group 1a: Students at school and in higher education, trainees 6.50 Euro

User group 2: Private individuals 8.50 Euro

For all user groups:

The prices quoted are for 1-20 pages and include compensation for copyright claims;
each additional page 0.15 Euro

Postage costs are charged as applicable for copies sent by post.

⁵ Registered in the German National Library portal. No user card is required in such cases.

⁶ Digital copies where technically feasible.

6. Special Forms of Use

Special forms of use are those which do not take place in the reading room or involve interlibrary lending.

Media from the general collection and from special areas (for example the German Museum of Books and Writing, German Exile Archive 1933–1945) are made available for reproduction, reprints, digital reproduction and similar. A separate arrangement is required in such cases.

Additional fees are charged for work carried out by the German National Library (scans/copy > 200 dpi):

DIN A 4 per scan	1.50 Euro
DIN A 3 per scan	2.50 Euro

The person placing the order is obliged in all cases to obtain permission from the copyright and ancillary copyright holders and the holders of other rights.

Holders of rights can obtain master copies free of charge on presenting appropriate proof.

6.1. Items for reprinting

Provision of physical media, per title or item	2.00 Euro
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6.2. Items for reproduction

Provision of items for reproduction, for individual parts of media, per unit	2.00 Euro
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6.3. Issue of permanently archived items to authorised persons

Provision fee per item.....	12.00 Euro
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Collective issue of more than 20 itemsdepending on work involved

6.4. Digitisation of printed works incl. OCR

Basic fee per media work (including 1 – 20 pages).....	15.00 Euro
Every additional page.....	0.25 Euro

7. Guided tours and visits to exhibitions

Guided tours, museum education activities, visits to exhibitions at the German Museum of Books and Writing and the German Exile Archive 1933–1945, special events (e.g. Museum Night, Science Night, Open Day)⁷

8. Flat rate fee for interlibrary loans

Per order submitted.....	1.50 Euro
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⁷ Guided tours can also be offered as part of programmes delivered by external providers. The separate fees charged by the external provider apply in such cases.

9. Educational activities

Instruction fee (depending on work involved) on request

10. Other fees and expenses

10.1. Lost or damaged works

The following costs are charged for lost or damaged works:

Administration fee.....20.00 Euro

The costs of procuring replacements are invoiced at the market price valid at the time the replacement is procured or at the antiquarian value as applicable.

If no originals are available, the costs of obtaining and binding copies are invoiced.

Restoration fees (depending on work involved)..... minimum 15.00 Euro

Additional compensation claims are not affected.

10.2. Expenses

Expenses (e.g. shipping costs, costs of storage media or data carriers) are invoiced separately.

10.3. Cloakroom ticket

Loss of cloakroom ticket10.00 Euro

10.4. Key to locker

Loss of key to locker25.00 Euro

11. Powers Held by Director General

The Director General is authorised to issue orders extending the validity of the user cards described in section 1 for certain user groups, types of use, periods of time and locations and to issue orders discounting/waiving fees if and insofar as this is necessary to compensate for longer-lasting curtailments of use or this is appropriate in individual cases for certain user groups.

In cases of major expenditure incurring fees of more than 500 Euro, the Director General is authorised to charge a flat rate fee calculated on a time and material basis if this is lower.

The Chairman of the Administrative Council
of the German National Library

Signed
Jörg von Wangenheim

24 January 2022

Federal Commissioner
for Cultural and Media Affairs
By order

Signed
Arne Goldberg

10 February 2022