

## General Terms of Business

**2022**

These General Terms of Business and Scale of Fees of the photo archive apply to all users of services and/or material from the Bauhaus-Archiv / Museum für Gestaltung.

### 1. Charges and rights

1.1. The charges consist of:

- the price for photos: scans (10€ per scan 300dpi-A3), prints (price depending on print size) plus the costs of postage
- and the fees for the usage fees (see individual price lists).

The costs for scans and prints are due for payment immediately and without any deductions, rights of utilization at the latest on publication.

1.2. The use of visual material is subject to payment of fees and is only permitted for the purposes stated when the order is placed. The customer is obliged to provide the Bauhaus-Archiv with the necessary information. Only simple rights of utilization, restricted with regard to content and space, are transferred. If an agreed fee is not paid, the rights of utilization are deemed not to have been transferred.

1.3. Any additional utilization other than those stated at the time the order is placed must be approved in writing by the Bauhaus-Archiv. The visual material must not be reproduced, copied, duplicated, digitalized or used from other publications or from the hands of third parties without the prior written authorization of the Bauhaus-Archiv. In the event of infringements against this provision, a sum equal to three times the cost of the utilization fee will be charged.

1.3.1 The digital files must be deleted after use.

1.3.2 The photos we deliver as PDF as information are strictly for research and planning purposes only. You in no way acquire rights to these images nor do we grant our permission to use them in any other way or manner, especially their publication or distribution to third parties. To publish the photos it is required to receive reproduction rights from the Bauhaus-Archiv as well as permission from the copyright holder or representatives thereof.

1.4 With a few exceptions, the Bauhaus-Archiv does not represent the copyright in the works. The copyright must be obtained from the holders or their agents. The Bauhaus-Archiv is not liable for claims by third parties which result from the publication of the photos.

1.5. Illustrations which are supplied must not be cut or altered unless special permission has been obtained. This also applies to reproduction on altered backing materials such as textiles or glass.

**1.6. The cost of images must also be paid if the requested material was not used.**

1.7. Handling requires a period of at least 2 weeks. For immediate handling, an additional charge of at least 15 € will be made according to the amount of work involved, irrespective of the use of the material.

1.8. All invoices must be settled in Euro, otherwise in additional bank charges.

### 2. Documentary proof and naming of the Bauhaus-Archiv

Unless otherwise stated or separately agreed upon, the Bauhaus-Archiv shall in each case receive one complimentary copy of publications as documentary proof for its own library. The source of the image must in each case be explicitly stated as "Bauhaus-Archiv Berlin" together with the photographer's name. The acknowledgement of source must be made in such a way that there can be no doubt about the attribution and the proof of origin. In the press, in magazines, in exhibition catalogues, and in advertising the source must appear directly on the image. If such an acknowledgement of source is omitted or is not explicit, the fee will be increased by 100%. The undersigning person explicitly acknowledges this obligation.

### 3. Charges for scans

Scans: 10.00 € / Scan (300 dpi, JPG - A3)

**The undersigning person confirms that he/she has read the Photo archive's General Terms of Business and Scale of Fees and expressly accepts them as binding.**

Place.....Date.....Signature.....

Company, Institute..... E-Mail address: .....

**Please write legibly or print**