

photo service FAQ – frequent asked questions

Can the collection holdings be seen online?

We are working on digitising our collection. Part of our holdings can already be viewed online.

Open Archive

<http://open-archive.bauhaus.de/eMuseumPlus>

Kalliope

<https://kalliope-verbund.info/de/isil?isil.id=DE-B1575>

What do I do if the image I am looking for is not available online?

In this case, please send us an E-Mail with as much information as possible about the artist, title or motif you are looking for. If no inventory numbers are known, screenshots of the images and source references will help. We will then assist you with your research.

How do I order a Hi-Res Scan?

The image selection has been made and you would now like to order? In our homepage you will find our General Terms and Conditions as well as our Order Form. Please fill in the order form digitally and send them to us via E-Mail. Please inform yourself about our prices in advance. As soon as we have received your order, we will send you the digital image files.

What are the costs for an image order?

High resolution scans cost 10 Euros each. They are printable up to A3@ 300dpi.

The usage fees for the scans depend upon the specific usage you give them (e.g. for books it depends on the number of print copies (print run) and downloads for e-books and the size of the image on the page (½ page, ¼ page, 1 page, 2 page, title). Upon request, we would be happy to send you our price lists per E-Mail.

In addition to the costs for the delivery of digital files and usage fees which we invoice, in some cases you will have to contact the copyright holders and pay any fees required for copyrights / copyright clearance. The Bauhaus-Archiv Berlin is not in possession of all artists' rights. In this case, if possible, you will receive from us the contact details of the respective copyright holder or representative.

How long does it take to get the images?

As a rule, we try to send the image files within 10 days of receiving the order. However, in the event of an increased order volume, there may be delays of which we will inform you in advance.

May I edit the images?

Images supplied may not be altered, edited or cropped without special permission.

In which resolution are the images delivered?

We deliver image files in a resolution of 300 dpi (.jpg) and are printable up to A3. If you need files for larger formats, please contact us.

Please note: Since our archive remains closed during preparations for the new building, we are currently unable to accept special orders and can only offer you image files that have already been digitized.

How can I pay the fees?

Payments are currently only possible by bank transfer or credit card (VISA or MasterCard).

What is the difference between the usage fees and copyright?

The Bauhaus-Archiv Berlin owns the rights to the digital files we deliver and therefore we are entitled to charge usage fees for those digital files. A distinction must be made between these usage fees and the copyrights to the works depicted and, in the case of digitized photographs, the copyright of the photographers. If depicted works or digitized photographs are protected by copyright, the ordering party must clear the rights and pay any fees required. Many artists and photographers in our archive are represented by the collecting society **VG Bild-Kunst**. We will be happy to assist you in obtaining further contacts.

May I download images from the Bauhaus-Archiv Berlin collection from your website or from other internet sites and use them for my own purposes?

Downloading our image files is not permitted. If you would like image files, please contact our photo service.

I am a student and need images for my thesis. Do I have to pay for scans and usage fees for the images?

We charge all users 10 Euros per scan. However, we do not charge for the use of images for educational or academic purposes, as long as the works remain unpublished. If publications of any kind are planned, usage fees and, if applicable, copyright costs would apply. Please contact us for further information.

My project is non-commercial. Do I still have to pay for the scans and usage fees?

We also charge 10 Euros per scan for non-commercial projects as well as usage fees. However, we generally grant discounts for non-profit projects. Please contact our photo service for further assistance in this matter.

I would like to order reproductions or facsimiles (exhibition prints) of works from the collection of the Bauhaus Archive for an exhibition. How should I proceed?

After receiving and approving the loan request and the associated image order, the Bauhaus-Archiv Berlin will send you printable image files (300 dpi @ A3) for self-printing under the following conditions:

1. Reproductions shown under matt and framed must always be printed in original size; neither cropping nor alterations are permitted. For stagings that otherwise deviate from the original (e.g. blow-ups or plotting) please contact us for specific advises.
2. The back side the exhibition prints must be labelled as follows: Exhibition Print, printed with permission of the Bauhaus-Archiv Berlin. To be destroyed after exhibition ends.
3. The credit line in the exhibition label must also read as follows: Exhibition Print. Original in Bauhaus-Archiv Berlin, Inv.no. ####. Print authorised by the Bauhaus-Archiv Berlin. To be destroyed after exhibition ends.
4. Before the opening of the exhibition, photos of the exhibition documenting the presentation of the exhibition prints must be sent by E-Mail to: fotoservice@bauhaus.de.
5. Both the digital copies and the exhibition prints must be destroyed at the end of the exhibition. Proof of this must be provided.

In addition to the costs for the delivery of digital files and usage fees which we invoice, you will have to contact the copyright holders and pay any fees required for copyrights / copyright clearance. The Bauhaus-Archiv Berlin is not in possession of all artists' rights. If possible, you will receive from us the contact details of the respective copyright holder or representative.

I would like to order the film series »Wie wohnen wir gesund und wirtschaftlich?«. What conditions must be observed here?

For the use of film sequences from the four-part series »Wie wohnen wir gesund und wirtschaftlich?« we charge a provision fee of 50 Euros per file. Use for non-commercial purposes is free of charge. Removing the watermark in the film is not allowed. If you wish to use the film commercially, we need specific information about the project, which you can send to the photo service via E-Mail.