

general terms and conditions

These General Terms and Conditions and Scale of Fees of the photo archive apply to all users of services and / or material from the Bauhaus-Archiv / Museum für Gestaltung. All these conditions also apply to films.

Costs and Rights

1. The costs consist of:
 - Fees for the provision of digital files (per Hi-Res Scan 10 €, 300 dpi, A3) or film files (per file 50 €, mp4).
 - and the usage fees for the intended use (price lists on request). The costs for the photographic material provided shall be paid immediately and without deduction, usage fees at the latest upon publication. In addition, costs may apply for the clearing of copyrights (see 1.6).
2. The use of the visual material is subject to a fee and may only be used for the purpose specified in the order. In general, only the simple right for one time use will be granted. The digital copies must be deleted after the agreed use.
3. Any use other than that specified in the order requires the written permission of the Bauhaus-Archiv Berlin. The visual material may not be reproduced, copied, duplicated, archived or used from other publications or from the hands of third parties without prior written permission. In the event of infringement of this stipulation, a sum equal to three times the usage fee will be charged.
- 3.1. The use of the film series »Wie wohnen wir gesund und wirtschaftlich?« for non-commercial purposes is approved free of charge. If you wish to use the film commercially, the use must be agreed separately with the museum's Directorate.
4. Images that have been delivered may not be cropped or altered in any way without special permission. This also applies to reproductions on different materials such as textiles or glass. Watermarks on films may neither be changed nor removed.
5. The fees for scans provided are to be paid even if ordered material is not used.
6. If works depicted or digitised photographs are protected by copyright, the ordering party must clear all copyrights prior to any publication. The costs of such clearing must be borne by the ordering party. The Bauhaus-Archiv Berlin is not liable for any claims by third parties resulting from the publication of the visual material provided. Many artists and photographers of the Bauhaus-Archiv are represented by the collecting society (VG) Bild-Kunst (www.bildkunst.de).
7. Order processing requires a period of at least two weeks. For immediate processing, an express surcharge will be charged depending on the time and effort involved and independently of the usage fees for the material.
8. All invoices must be paid in Euro, other currencies plus bank charges and commissions.

Credit Line and Complimentary Copy

The source of the image must in each case be explicitly stated as »Bauhaus-Archiv Berlin« together with the photographer's name and independently of the copyright. 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, in online publications 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.

The Bauhaus-Archiv must in each case receive one complimentary copy of publications as documentary proof for its own library.

photo order form

Filling out this form will help us to expedite your order. Please send the completed form to:
fotoservice@bauhaus.de

With this order I / we acknowledge the general terms and conditions and price structure of the »Bauhaus Archiv, Museum für Gestaltung«. I / we acknowledge the obligation to use the credit line: Bauhaus-Archiv Berlin

Order information Please check box that applies	<input type="radio"/>	Hi-Res Scans including usage fee
	<input type="radio"/>	Hi-Res Scans only
	<input type="radio"/>	Usage fees only (check if Hi-Res Scans have been bought from us before)
	<input type="radio"/>	Film order

Contact person	Name	
	E-Mail	
	Phone number	
	Order date	
	Latest date the order must reach you	

Invoice address	Institution	
	Person	
	Street or PO Box	
	Postal Code / City	
	Country	
	USt-ID-Number / VAT	
	Invoice reference	

Purpose of use Please check boxes that apply your intended purposes	<input type="checkbox"/>	Exhibition	<input type="checkbox"/>	Website, Blog
	<input type="checkbox"/>	Book or Catalogue (printed edition)	<input type="checkbox"/>	eBook
	<input type="checkbox"/>	Broschure, Leaflet, Flyer	<input type="checkbox"/>	Social Media
	<input type="checkbox"/>	Magazine / Periodical (print edition)	<input type="checkbox"/>	Magazine / Periodical (digital edition)
	<input type="checkbox"/>	Film, TV		

Details on use for publications	Title	
	Author	
	Name of Magazine or Periodical	
	Publisher	
	Print	
	Language	

Details on use for exhibitions	Exhibition title	
	Institution, Location	
	Exhibition duration (from-until)	

Total number of ordered images	
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