

Bildarchiv

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Order Form

User specifications:

Last name, first name: _____

Address (street/P.O. Box, postcode, city): _____

Phone and/or fax: _____

E-mail: _____

If the billing address differs from the above, please name it here:

Address (street/P.O. Box, postcode, city): _____

Purpose of use: (please mark your choice with a cross)

Private use

Commercial use

If appropriate, please clarify your intended commercial use: _____

Scientific use

If appropriate, please clarify your research project: _____

Topic / Title: _____

Note: Regardless of any reproduction fee, the customer is obliged to deliver one specimen copy free of charge and unsolicited to the Freies Deutsches Hochstift / Frankfurter Goethe-Museum.

Distribution area: (please mark your choice with a cross)

national (Federal Republic of Germany)

international (EU)

international (worldwide)

I/We would like to order a digital copy of the following picture/s:

please mark your choice with a cross

motive (if available, please name the registration number as well)	number of copies published	size of the page (1/8, 1/4, 1/2, 3/4, 1, 2)	colour	black-and-white

Type of digital copy: (please mark your choice with a cross)

JPG TIFF

I/We would like to receive the digital copy/copies the following way: (please mark your choice with a cross)

via internet on CD via internet and on CD

Note: If the digital copy is ordered on CD, additional costs for material and dispatch will incur.

Delivery date (at the latest): _____ (Please bear in mind that we have a processing time of about one week!)

I/We would like to order a print-out of the following picture/s:

please mark your choice with a cross

motive (if available, please name the registration number as well)	format (A4, A3)	reproduction size (full-page, full-scale (facsimile))	colour	black-and-white

Delivery date (at the latest): _____ (Please bear in mind that we have a processing time of about one week!)

Please find enclosed (as far as possible) copies of the requested picture/s. I/We agree with the conditions of use given on the following page. Fees are based upon the currently valid price list of the department concerned (available upon request). The Freies Deutsches Hochstift retains title to the goods pending payment in full. Ektachromes are on loan only and must be returned immediately after use!

Place, Date

Signature

GENERAL CONDITIONS OF USE FOR THE ASSOCIATION WITH PICTURES OF THE FREIES DEUTSCHES HOCHSTIFT / FRANKFURTER GOETHE-MUSEUM

The Freies Deutsches Hochstift / Frankfurter Goethe-Museum provides pictures only on following conditions:

I. Applications and orders

- Orders of images must only be submitted in written form and by means of the corresponding order form.
- By means of the order form, the customer is obliged to provide the Bildarchiv with all necessary information needed in order to identify the purpose of use and to determine the right amount of fees (e.g. type of use, number of copies published, distribution area etc.).

II. Delivery

- The deliveries and services of the seller are only carried out on the basis of these terms and conditions.
- The images will be delivered for a fee and at the customer's risk under reservation of title till due payment has been provided.
- All negatives, including the ones made on behalf of the customer, remain the property of the Freies Deutsches Hochstift / Frankfurter Goethe-Museum. A loan of negatives is not allowed.
- Transparencies / Ektachromes are available on loan subject to a lending fee. The lending period is limited to 3 months.
- If new exposures are required, the borrower must pay the full costs of production.
- In case of loss, damage, or late return, compensation to the amount of €150,00 per picture will be charged to the borrower.
- Deliveries abroad will only be carried out against an advance invoice.

III. Rights of use

- User fees and administration fees are based upon the currently valid price list of the department concerned (available upon request).
- Prior to any reproduction or publication of pictures, a written permission of the Freies Deutsches Hochstift / Frankfurter Goethe-Museum must be obtained.
- Without prior permission by the Freies Deutsches Hochstift / Frankfurter Goethe-Museum, pictures must not be reproduced, copied, duplicated, filed, saved, altered, or used in any other way.
- The permission is only valid for a one-time use and only for the declared purpose of use. Any further use is bound to an additional fee and requires the consent of the Freies Deutsches Hochstift / Frankfurter Goethe-Museum.
- The passing on of pictures to third parties is prohibited.
- The permission is only valid after received payment of the fee.
- If the purpose of use is abandoned by the customer, he or she has no claim for refund of payments already made.

- The client is responsible for the protection of further rights (e.g. copyright on works of art shown on the image, personal rights, rights concerning trademarks).
- Regardless of any reproduction fee, the customer is obliged to deliver one specimen copy free of charge and unsolicited to the Freies Deutsches Hochstift / Frankfurter Goethe-Museum.

IV. Use on the internet / Use on CD-ROM

- The use of images on CD-ROM as well as the publication of images on the internet requires a special and separate permission by the Freies Deutsches Hochstift / Frankfurter Goethe-Museum.
- The publication of images on the internet is temporally limited to one year. Prolongations have to be applied for in written form.
- The input parameters must not exceed 72 dpi or rather 768 x 512 pixels.
- A proof of origin, including an indication of the copyright holder, as well as a link to <http://www.goethehaus-frankfurt.de> is demanded.

V. Violation of the conditions of use

- The concealment of the actual research or publication purpose, the unauthorized extension of an authorized research or publication purpose, as well as grave violations of the conditions of use will result in temporary or permanent exclusion from use of the Bildarchiv.
- Disregard of the conditions of use or of the contractual agreements derived thereof will also lead to a raise in the fees owed.

VI. Credit line

- For every single reproduced or published image an exact proof of origin has to be given as follows:

Freies Deutsches Hochstift / Frankfurter
Goethe-Museum, name of the photographer (if
available)

VII. Terms of payment

- Payments have to be made within 14 days after receipt of the invoice.
- In case of an advance invoice, the preparation and dispatch of the pictures will be carried out as soon as possible after receipt of payment.

Should separate terms of the conditions of use be ineffective, the effectiveness of the other ones remains intact.

Legal venue is Frankfurt am Main. In case of deliveries abroad German law is in force.