



United Nations
Educational, Scientific and
Cultural Organization



International Tracing Service
Inscribed on the International Register in 2013
Memory of the World



ITS

International Tracing Service
Service International de Recherches
Internationaler Suchdienst

International Tracing Service, Bad Arolsen Rules on Fees and Tariffs Explanatory Note

The International Commission for the International Tracing Service requires the ITS to establish rules on tariffs payable for certain services provided by the ITS.

These rules are an integral part of the currently effective regulations for access to the documents held at the ITS.

The service categories and the calculation of the charge are indicated in the rules on fees and tariffs.

Any and all services are provided by ITS staff.

The following services are free of charge:

- Providing a reply, orally or in writing.
- Answering limited research questions posed by visitors/users.
- Guidance by staff to use the ITS materials (archival holdings, books, etc.) including familiarizing users/visitors with the research software.



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International Tracing Service (ITS) Bad Arolsen Rules on Fees and Tariffs of 4 August 2014 as Integral Part of the Rules for Use Changes as of 1 August 2016 and 1 February 2017

Basis:

Use of the ITS archives and its other services for research and educational purpose is free of charge.

The Rules on Fees and Tariffs specify the cost for the production of photocopies and digital images of documents for research and educational purposes.

No ITS fees and tariffs apply for services the ITS gives to individuals who fall under the ITS mandate of providing direct service to or on behalf of the victims of Nazi persecution, survivors and their families.

Users may arrange for photocopies or digital images of documents either on-site or via written or electronic or phone request after receiving permission from the ITS to use its archives.

No complete sub-collection can be copied in its entirety.

Procedure:

1. Those wishing to make use of the ITS archive must first submit an application. Copies of documents or digital images of documents can be requested and usually produced during the on-site research visit.
2. Prior to the researcher copying request the ITS can give an estimate of the anticipated charge. The actual charge will not exceed the estimate without the ITS first informing the requester that the charge is higher than previously thought. Alternatively, the user may fix a target ceiling which the ITS must not overstep without previous agreement.
3. If either party withdraws from the contract prior to the copies having been made, the duty to perform ends for both parties. Both parties will waive any claim for material or immaterial damages.
4. Payments in accordance with these Rules on Fees and Tariffs will be due prior to the receipt of copies or digital images of documents.

Changes in the Rules on Fees and Tariffs went into effect on 1 February 2017.

Enclosure: Cost Schedule



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Cost Schedule in Accordance with ITS Rules on Fees and Tariffs

Services	Description of Service	Cost per Unit	Additional Note
1	Selecting + saving digitized archival material (per image) by the user	€ 0.00	Costs only for data carrier (DVD or USB stick)
2	Selecting + saving digitized archival material (per image) by the ITS	€ 0.50	Processing fee; additional costs for data carrier (DVD or USB stick)
3	Scan of archival material in paper form (per image) by the ITS		
3a	- Standard resolution	1 Euro	Processing fee; additional costs for data carrier (DVD or USB stick)
3b	- 300/600 dpi resolution (flat-rate, 1st image)	25 Euro	
3c	- 300/600 dpi resolution (starting with the 2nd image up)	5 Euro	
4	Scanning of archival material onto microfilm/microfiche (per image) by the user	0,00 Euro	costs only for data carrier (DVD or USB stick)
5	Scanning of archival material onto microfilm/microfiche (per image) by the ITS	0,50 Euro	Processing fee; additional costs for data carrier (DVD or USB stick)
6	Scanning of library material (per image) by the user	0,00 Euro	Costs only for data carrier (DVD or USB stick)
7	Scanning of library material and supplementary material (per image) by the ITS	0,50 Euro	Processing fee; additional costs for data carrier (DVD or USB stick)
8	Paper print b/w DIN A4 or DIN A3	0,50 Euro	
9	Paper print color DIN A4 or DIN A3	1 Euro	
10	Data carrier DVD or USB stick (4GB)	5 Euro	
11	Shipping according to expense	Postal fee	No separate packaging costs calculated
*For the services in 2, 3a, 5, 7, 8 and 9 a 50% discount applies for students and pupils (costs are only for data carrier DVD or USB stick)			