

Fee schedule of the Stiftung Deutsche Kinemathek

Preamble

Collecting, preserving, indexing, presenting and communicating the audiovisual heritage – these have been the tasks of the Stiftung Deutsche Kinemathek (Deutsche Kinemathek) since its opening in 1963. It has the statutory tasks of documenting the history of film and television and promoting scientific and educational debate on it. The Foundation is one of the leading archives for audiovisual heritage. The archives of the Deutsche Kinemathek hold about 1 million stills of scenes, portraits and works, about 25,000 posters, 30,000 scripts, 60,000 film programmes and 20,000 costumes. There is also a film archive with copies of more than 100,000 film titles, as well as a viewing stock of over 25,000 films on video. It is not only scientists and journalists who use the diverse collections for their research and investigation. The materials should be made accessible. However, the Deutsche Kinemathek is required to generate revenue within the context of sound financial management. The following scale of fees sets out the corresponding prices for services provided by the Stiftung Deutsche Kinemathek within the scope of its statutory tasks. The following general regulations apply:

1. General regulations

- 1.1. No fees are charged for simple verbal and written information.
- 1.2. The payment of fees for the use of archival records may be waived if the relevant documents or written evidence are available:
 - 1.2.1. Unemployed persons who fall under the provisions of the regulations of the Federal Employment Agency if they can prove that they are working on their own behalf.
 - 1.2.2. Students, trainees, schoolchildren, scientists and apprentices who wish to use the archives of the Deutsche Kinemathek for non-commercial purposes within the scope of their tasks for the preparation of diploma and master's theses and dissertations.
 - 1.2.3. Employees and representatives of non-profit organisations with whom a contractual cooperation agreement with the Stiftung Deutsche Kinemathek exists or with whom cooperation can be proven in some other way.
 - 1.2.4. If there is reciprocity with other publicly funded cultural institutions or with other institutions serving the public with regard to the granted freedom from costs.
- 1.3. As a rule, exemption is not possible if the named parties are entitled to impose the fees of third parties. Further exemptions and/or special agreements can be regulated separately in individual or exceptional cases, on which the Board of Directors decides.
- 1.4. All amounts mentioned are gross amounts, as fees received by the Stiftung Deutsche Kinemathek are not deductible for input tax. The fees are always based on a unit that has been started, such as day, half hour or hour.

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- 1.5. The following regulations must be taken into account when obtaining rights of use:
- 1.5.1. Upon request, permission for printing technology or other use of collection items and for reproduction on image and sound carriers in the entire media sector can be granted by the Executive Committee or by employees commissioned by it. A request must be answered within three weeks. The time taken to process the content of the order may vary.
 - 1.5.2. The use of the photographic material shall be subject to a fee and may only be used for the purpose specified when the order is placed. The customer is obliged to provide the necessary information in writing. Only the simple rights of use limited in content and territory are transferred. If the established fee is not paid, the rights of use shall be deemed not to have been transferred.
 - 1.5.3. If the Stiftung Deutsche Kinemathek is not the copyright holder of the works, it cannot grant the rights of use. It is not liable for claims of third parties arising from publication or use. In this case, the user and hirer are responsible for clarifying the rights. The release of rights must take place in all cases. The Stiftung Deutsche Kinemathek also accepts no responsibility for the accuracy, completeness or quality of the information provided on the collection items.
 - 1.5.4. Delivered illustrations or the like may not be changed without special permission. This also applies to reproduction on modified carrier materials (including digital media).
 - 1.5.5. Any further use requires written permission. Materials may not be reproduced, copied, duplicated or otherwise used without prior permission. Any transfer to third parties is prohibited.
 - 1.5.6. Unless otherwise agreed, the Deutsche Kinemathek will receive two free specimen copies of publications without request.
 - 1.5.7. Unless further regulations apply in this fee schedule, the (picture) source must be given clearly as: “Stiftung Deutsche Kinemathek - Museum für Film und Fernsehen”, and the name of the author. The source reference must be made in such a way that there can be no doubt as to the assignment of image and origin. If the source is omitted or not clearly stated, the fee is increased by 100%. The Deutsche Kinemathek reserves the right to take legal action in cases of unauthorised publication.

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1.6. Separate regulations apply to the following areas, which are not part of this fee structure:

1.6.1. Fees for renting and leasing of rooms, on request vermietungen@deutsche-kinemathek.de;

1.6.2. Charges for agency services
(<https://www.deutsche-kinemathek.de/en/visit/education/guided-tours>);

1.6.3. Fees for museum tickets and the audio guide
(<https://www.deutsche-kinemathek.de/de/besuch/preise-oeffnungszeiten>).

2. Use of archive materials in the rooms of the Deutsche Kinemathek

2.1. Cards, photos, posters, sound carriers, written materials and other archival documents, whose format or form of transmission requires special effort,	per day	€ 25.00
2.2. Technical equipment (projectors, cameras, etc.), models, costumes	per day	€ 75.00
2.3. Processing of enquiries and provision of materials accompanying the film: research work, provision of information, provision	per ½ hour	€ 25.00
2.4. Viewing of cinema films on the projection table or playback of sound carriers	per ½ hour	€ 15.00
2.5. Viewing of films on video formats	per unit	€ 10.00
2.6. Viewing of films in the viewing cinema of the Stiftung Deutsche Kinemathek:		
2.6.1 On video formats per projector	per hour	€ 60.00
2.6.2 On 16mm or 35mm with projectionist	per hour	€ 100.00

3. Use of archive materials in the rooms of the Deutsche Kinemathek

3.1. Copies/scans of materials accompanying films			
3.1.1. Photocopy of sheet or image originals: the first 30 copies	DIN A 4	each	€ 0.30
from the 31st copy		each	€ 0.50
for students, school pupils, scientists etc.			
the first 30 copies	DIN A 4	each	€ 0.15
from the 31st Copy		each	€ 0.30
as well as of microfilm/microfiche originals	DIN A 3	each	€ 0.50
3.1.2. Scan of a photograph			€ 10.00
3.1.3. Scan of one document page			€ 10.00
3.1.4. Processing fee for photocopies		per hour	€ 25.00

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- 3.2. Fees for film hire
Prices in film hire are available upon request. Higher prices may also be charged, in particular depending on the specifications of the licensor.

The following fees apply as a guide:

3.2.1.	Short film		€ 30.00
3.2.2.	Children's film		€ 60.00
3.2.3.	Feature film		€ 150.00
3.2.4.	Festival and foreign loans short/feature films		€ 200.00/€ 400.00
3.2.5.	External DVD: Granting of permission for presentation of an external DVD	per unit	€ 15.00
3.2.6.	Use of film excerpts per title in exhibitions:	flat rate	€ 150.00
	plus	per film and day	€ 20.00
3.3.	Film technology processing in the course of use (diagnosis, repair of damaged copies, etc.) plus material costs	per hour	€ 45.00
3.4.	Definitive relocation of contract film materials Subsequent warehouse charges from the date of arrival per media unit (cassette, box)	per year	€ 5.00
3.5.	Processing of requests, provision and searching of recordings from audiovisual media: research effort, providing information, selecting recordings from films/audiovisual media	per ½ hour	€ 25.00
3.6.	Production of viewing media (DVD, file)		
3.6.1.	Viewing media created from digital originals Production of viewing media from digital originals	per unit	€ 50.00
3.6.2.	Production of viewing media from analogue originals per minute: price on request.		

4. Use of archival documents for exhibitions and similar purposes

- 4.1. The museum's lending, especially for exhibitions, is regulated by loan contracts. Lending is free of charge if reciprocity exists, whereby the respective processing costs per object, condition reports, restoration costs can be charged (cf. items 4.5 to 4.7.). If there is no reciprocal freedom from charge, the fee is determined by the Board of Directors.
- 4.2. Costs for transport, transport and exhibition insurance or other costs, such as for packaging, are to be borne in full by the borrower.
- 4.2. There is no entitlement to the loan of museum goods.
- 4.3. Loan requests must be submitted to the Deutsche Kinemathek in writing at least four months in advance.

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- 4.4. Processing costs for lending transactions according to item 4.1.
- 4.4.1. Graphics, photography, written material per archive € 10.00
- 4.4.2. Textiles, 3D objects, technology per archive € 25.00
- 4.4.3. For the Marlene Dietrich Collection Berlin (MDCB) and the Ken Adam Archive per hour € 50.00
- 4.5. As fees for the retrieval, production of condition reports etc., charged. If this cannot be determined, this is estimated by the Stiftung Deutsche Kinemathek. 0.5% of the insured value is
- 4.6. Necessary restoration work will be included in the lending contract, whereby a cost regulation including a separate processing fee will be agreed upon.
- 4.7. Use of film excerpts including the rights per title in exhibitions:
Basic flat rate € 150.00
plus per film and day (as a guide): € 20.00

5. Use of archived materials for reproduction/publication in all currently known forms and types of use

The fees listed under item 5 are without consideration of licenses and rights of use, which must be clarified in each individual case and the granting of which must be agreed in writing.

- 5.1. Written materials per sheet/scan € 10.00
- 5.2. Graphics per object € 25.00
- 5.3. 3D objects, technology, textiles per object € 110.00
- 5.4. Photographs per sheet/scan € 10.00
plus archive usage fee of per scan € 40.00
- 5.5. In the case of commercial or non-scientific use: see also item 6.2.2.
- 5.6. If the licence fee is charged by the Stiftung Deutsche Kinemathek, it is based on the current overview of the customary market fees for image usage rights (image fees, published by the Mittelstandsgemeinschaft Foto-Marketing (MFM)). In these cases, the archive usage fee according to item 5.5. or 6.2.2. is generally not applicable.
- 5.7. The following fees apply for the Marlene Dietrich Collection Berlin (MDCB) and the Ken Adam Archive:
- 5.7.1. Written material, photographs, graphics (posters, costume designs, lobby cards, drawings etc.), textiles, 3D objects per unit € 100.00
- 5.7.2. Use on a cover per unit € 200.00

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- 5.8. Reproduction of sound carriers and parts thereof in
new productions per minute of playback € 20.00
- 5.9. Usage fee for copying audiovisual media, plus copying costs if applicable:
- 5.9.1 Processing time for extraction work per hour € 45.00
- 5.9.2. Material usage fee (independent of film format) per minute € 100.00
- 5.9.3. Use of whole film reels or media units per minute € 60.00
- 5.9.4. In the case of secondary exploitation, 50% of the playback fee shall be charged in each case in accordance with the above-mentioned item and fees.

6. Commercial or non-scientific use of archive records

- 6.1. The Board of Directors decides on the loan of museum objects to commercial institutions, private individuals, etc. Fees are determined on a case-by-case basis by the Board of Directors according to the value and duration of the items on loan.
- 6.2. Irrespective of this, the following fees apply:
- 6.2.1. The fee for research in film/television/print for commercial use is
per hour € 80.00
- 6.2.2. When using archived materials for commercial or non-scientific purposes (e.g. film and television production, book productions with high-number or even special editions)
Archive usage fee per object/scan € 40.00

7. Use of rooms for photo or film shoots and filming

Visitors are only permitted to take photographs and audiovisual recordings in the Deutsche Kinemathek with the consent of the Board of Directors or a person appointed by it. Special regulations for the protection of collections apply to the granting of a photo or film permit and filming.

- 7.1. The fee for the use of the publicly accessible
spaces for film or photo shoots (+ motif costs) per hour € 60.00
- 7.2. Filming in other not publicly accessible
archive rooms for the purpose of recording archive materials per hour € 60.00
plus support by personnel for preparation and
on-site supervision per person per hour € 25.00
- 7.3. Use of rooms in the film archive:
- Usage fee for the viewing room and cinema per hour € 60.00
plus support by personnel for preparation
and on-site supervision per person from the film archive per hour € 25.00

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8. Further special arrangement for the Marlene Dietrich Collection Berlin (MDCB) / Ken Adam archive

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| 8.1. | Shooting in the rooms of the MDCB
plus support by personnel for preparation and
on-site supervision per person | per day | € 500.00 |
| | | per hour | € 50.00 |
- 8.2. The re-cutting of textiles, the reproduction of objects and accessories for purposes where originals cannot be loaned for conservation reasons, such as film productions, is carried out exclusively by the Stiftung Deutsche Kinemathek and at the user's expense. The duplicates created become the property of the Stiftung Deutsche Kinemathek after use. In the case of complex production costs, these can be offset against any fees that may be incurred.
- 8.3. The Stiftung Deutsche Kinemathek must be named as the lender or source (e.g. in the credits of film/television production, in the boilerplate etc.) as follows: "Stiftung Deutsche Kinemathek - Marlene Dietrich Collection Berlin" or "Stiftung Deutsche Kinemathek - Ken Adam Archive".

9. Library

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| 9.1. | The use of the library and the issuing of the library card
are essentially free of charge. | | |
| 9.2. | Issue of a replacement identity card | | € 5.00 |
| 9.3. | Fee for exceeding the loan period per media unit and opening day | | € 0.30 |
| 9.4. | Return request after expiry of the loan period, per letter
by mail, e-mail or telephone call | | € 1.00 |
| 9.5. | Address enquiry for the delivery of reminders | | € 5.00 |
| 9.6. | Initiation of legal reminder proceedings | | € 80.00 |
| 9.7. | Media or book loss (in addition to the costs for replacement) | | € 20.00 |
| 9.8. | Loss of a locker key
(in addition to the costs for replacement) | | € 10.00 |
| 9.9. | Loss of a copy card | | € 10.00 |

In the library there are card-charged copying machines and a microfilm reader-printer. The respective applicable copying costs can be found on the notice board in the library.

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The scale of fees will come into force on 1 August 2020 and is valid until revoked or until a new version is published.

Berlin, 31 July 2020

Dr. Rainer Rother
Artistic Director/Board of Directors

Florian Bolenius
Executive Director/Board of Directors