

Special services

Surcharge of 4.00 € for enlargements in 1:1 format of the item per motif.

Additional services, e.g. UV photography, tabletop images or montages upon request. For every beginning quarter hour spent on the desired service, a fee of 7.50 € will be charged.

Order acceptance in the research hall

Monday, Tuesday	8:00 – 15:00
Wednesday, Thursday	8:00 – 17:00
Friday	8:00 – 14:00

Terms of payment

Reproductions are solely distributed/sent out after advance payment.

Should the intended order value exceed an amount of 80.00 €, processing of the order is contingent on payment of up to 50 % of the total amount of the ordered reproductions as per this price list. The project value is to be paid by the customer.

Packaging and postage costs are charged on top of shipping orders. The shipping occurs at the customer's own risk.

Service hours of the cashier for self pick-up

Monday-Wednesday	10:00 – 12:00	13:00 – 15:00
Thursday	10:00 – 12:00	13:00 – 17:00
Friday	10:00 – 14:00	

General terms and conditions

Reproductions are only intended for direct personal use.

All rights to use and valorisation of the reproductions lie with the Geheimes Staatsarchiv PK. Proliferating or transferring reproductions to third parties as well as any type of duplication (reproduction, copying, digitalisation, duplication, archiving, scanning, saving, etc.) for purposes of proliferation or transfer to third parties are prohibited. Digital reproductions must immediately be deleted after personal use thereof unrequested. All utilisation aside from personal use, especially publishing, requires authorisation from the Geheimes Staatsarchiv PK. Publishing is fee-based as long as it serves advertising purposes.

(cf. Terms of Use § 8 in the version from 9 December 2005, valid as of 2 January 2006)

Geheimes Staatsarchiv Preußischer Kulturbesitz
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Telefax +49 (030) 2 66 44 – 31 26
E-mail gsta.pk@gsta.spk-berlin.de
Internet <http://www.gsta.spk-berlin.de>

Service hours:

Monday, Tuesday	8:00 – 16:00
Wednesday, Thursday	8:00 – 18:00
Friday	8:00 – 15:00

Date revised: March 2015



Geheimes Staatsarchiv
Preußischer Kulturbesitz

Geheimes Staatsarchiv Preußischer Kulturbesitz



Price list

for work in the imaging centre of the
Geheimes Staatsarchiv PK

Extract from the fee index of the GStA PK

– Valid as of 2 January 2006 –

Type of reproduction	Index number	€ per item
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Scans in greyscale or colour

from loose or thread-bound files and (official) records
- page-oriented -
for items up to max. 40 x 60 cm
no three-dimensional items, certificates, seals, no pages with stamped seals!

Minimum fee 4.00

Overhead scan SW simple reading quality	AS	0.50
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Overhead scan colour simple print quality, 300 dpi, TIFF file without post- processing	ASC-TIFF	4.00
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**For conservation purposes the Geheimes
Staatsarchiv PK reserves the right to
determine the type - overhead scan,
photographic digital image or electronic copy
- and belated refusal of orders or portions of
orders.**

**No new images are made of archival
materials with protective film.**

Type of reproduction	Index number	€ per item
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Photographic digital images

high-resolution (print) quality, 300 dpi, uncompromised
TIFF file, with post-processing, colour and greyscale,
tape

DIG	18.00
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Three-dimensional documents, e.g. file reams, (official)
records, certificates, seals, certificates with seals, coins,
medals and images of difficult document

DIGS	32.00
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Copy of available photographic digital image (image file)

DIG-DUP	4.00
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Colour transparent scans

SCAN	18.00
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**Incomplete orders
or illegibly requested
orders cannot
be processed.**

Type of reproduction	Index no.	Format	€ per item
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Copies through reader-scanner in self-service

Scan and/or print micro-roll film (protective film) or microfiche in
monochrome in Research Hall II

Scan SW	CD/SB1	Minimum fee	4.00
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	SB1	after 11th scan	0.30
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Normal paper	SB4	DIN A4	0.30
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	SB3	DIN A3	0.50
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Electronic copies (Xerox copies)

Electronic copies are not made for bound archival materials for
conservation reasons, rather only overhead scans or photographic
digital images.

Normal paper	X4	DIN A4	0.50
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	X3	DIN A3	1.00
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Copies through reader-printer or laser printer

Only possible with available micro-roll film images (protective film)
or overhead scans in monochrome.

Normal paper	RP4	DIN A4	0.50
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	RP3	DIN A3	1.00
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Colour digital prints

Only possible with available or previously created digital image
files in colour.

Ink-jet paper	DP4	DIN A4	8.00
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	DP3	DIN A3	14.00
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**No new images are made of archival materials with
protective film.**