

SENDER

Name/Company: _____
attn of: _____
Street/P.O. Box: _____
Code/City: _____
Phone: _____
Fax: _____
E-mail: _____

To
Nationalarchiv
der Richard-Wagner-Stiftung
Richard-Wagner-Str. 48

95444 Bayreuth
GERMANY

Reference: Ref.: ____/_____/____
(please always quote for a speedy delivery!)

Fax: +49 – (0)921 – 75728-22

ORDER FORM

Please, supply the following picture(s):
(format 13 x 18 cm / 5 x 7", unless otherwise stated)

p l e a s e t i c k

motive	source or negative-number	b/w on CD-ROM (13 x 18 cm)	colour on CD-ROM (13 x 18 cm)	colour transparency (on loan only)	rights only

Term of delivery at the latest: _____ *(Please allow at least one week for handling!)*

Purpose / Title of publication: _____

Print-run: _____

Pictures on CD-ROM for PC (IBM)
 MAC

Rights (please tick): domestic (your country)
 European
 English speaking countries only
 world wide rights
 e-book

reprints, translations, new editions
 academic, scholarly work (print-run under 1.000)
 school book
Amount of pictures used on the cover, jacket: _____ b/w colour

Please find enclosed - as far as possible - copies of the requested picture(s). I agree with the Conditions of use given on the reverse page. Fees are according to the currently valid price list, available upon request. The Richard-Wagner-Stiftung Bayreuth retains title to the goods pending payment in full. Colour transparencies are on loan only and must be returned immediately after use!

City, Date

Signature

Excerpt from Conditions of use (as at March 15, 2007)

§ 5

Requests and orders

Requests to use of Archive / Museum must be made in writing by using the application form. Orders for images must also be made in writing. The request / order must contain a detailed description of the objective, topic and material of the project. Generally formulated requests to inspect entire archive categories, as well as bulk orders will not be processed. By signing the request for use and / or the reproduction order form, the signatory recognises and accepts the conditions of use and the charges.

§ 10

Violations against the conditions of use

Concealing the actual authorized research or publication purpose, or the unauthorized extension thereof, culpably damaging or mixing up archive material as well as grave violations of the conditions of use (...) will result in temporary or permanent exclusion from use of the Archive.

Disregard of the conditions of use or of the contractual agreements derived thereof will furthermore lead to a raise in the fees owed:

- a) 100% in case of missing or false mark of origin according to § 16 (Obligation of Reference).
- b) 500 % in case of misuse or infringement of authorizations granted.

§ 11

Assistance by Archive personnel

Our reference staff will assist research projects merely by identifying and providing archived materials, books or pictorial material. Written information concerning matters of research will generally be restricted to notifications on the availability of archived materials, print items or illustrations. To provide further information is entirely within the Archive's discretion.

§ 13

Photographic material

(...)

Negatives may not be checked out; colour slides may only be borrowed after paying a lending fee whose rate is laid down in the scale of charges. The loan period is restricted to 3 months. If an item is overdue, additional obstruction fees will be raised which amount to 50% of the lending fee per started month. In case of loss, damaging of or failure to return items within 6 months, the borrower will have to bear the costs of the reacquisition.

Colour photographs intended for publication may - as a matter of principle - only be produced by a contracted photographer of the Richard Wagner Foundation. Exceptions can only be granted after the pre-payment of a special fee. In this case the Archive must be provided with a duplicate each of the negatives or colour slides within four weeks after production - free of charge and under assignment of all rights, especially that of exclusive right of use.

Taking pictures within the Museum is subject to authorization and remuneration.

§ 14

Publication of illustrations

Connected with the handing over and posting of reproductions of illustrations or the permission to take pictures is an authorization of publication. This authorization is only valid for a single publication and is restricted to the print or photographic material mentioned in the request for use (Simple Right of Use).

This authorization for publication however does not apply to copyright claims of a third party should it exist and / or be asserted. When illustrations from its holdings are published, the Archive / Museum are to be exempted from said claims. Copyright compliance is therefore incumbent on the patron / applicant.

Should the user make a contract with a third party (publishing company etc.) about the publication of illustrations, the latter will have to contact the Archive once more on account of the necessary authorizations. User-, curatorial and provision fees comply with the current price list. They contain a compensation for loss of use for archived material and museum items, provision fees for holding of, care for and administrating of the Archive as well as the service rendered by the Archive; they do not, however, contain the right to compensation of copyright claims in accordance with the German Copyright Act (UrhG). Utilization by way of electronic media and digital image storage devices is generally prohibited and requires the Archive's written consent. The sole exceptions hereto are JPEG files acquired from the Archive upon payment of the reproduction fees for publication on the Internet and other networks stated in the current price list. Internet use requires the prior written consent of the Archive. Pictorial information saved in the image file, in particular the credit plus URL, may not be manipulated or removed. Violation of this provision will result in the levying of an extra charge of 100 % of the reproduction fee. Any alteration of an image (colour, section, proportions, etc.) requires prior consent. Permission to publish on the Internet and other networks is given for no more than 1 year; users must reapply for such permission in writing before the end of this term if they desire extended utilization. It is expressly forbidden to post all other images (JPEGs) on the Internet and other networks, except those acquired from the Archive for this purpose.

§ 17

Specimen copies

Of every publication based on accessing the Museum or the Archive or in which any of the Archive's illustrations were used, a unsolicited specimen copy is to be rendered. This applies in particular to doctoral dissertations and other theses.

Of films shot exclusively or in relevant parts on the grounds of the Museum or the Archive, the Archive is to be sent a videotaped VHS copy.

The Richard Wagner Museum Bayreuth, respectively the Richard Wagner Foundation Bayreuth are to be mentioned in the film's credits.

§ 20

Fees

Fees are raised for accessing the Archive / Museum, for the reference staff's time- and work effort connected with this accessing or with answering written requests, as well as for posting and / or publishing of photos or films depicting any of the Archive's / Museum's illustrations or items. These fees are classified and laid down in a price list and will be conveyed on request.