**Appendix 2**

**JHI SERVICE PRICE LIST**

**I. PROVIDING DIGITAL COPIES OF RESOURCES**

1. The price list applies to digital copies of resources located in the JHI collection.

2. Digital copies of resources are provided on the basis of:

1. regulations for using resources, which should be read through.
2. a request form signed by the User and sent to the appropriate department.
3. a signed declaration, as provided earlier by the given department.
4. cooperation agreement (if signed).
5. ordering copies of library materials does not require a request form to be sent: please contact the Library.

3. Fees for providing copies of JHI resources

* **Fee for granting the right to single use of a digital copy from JHI collections in Poland and abroad**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of item in JHI collections** | **Right to publish** | **File size and format** | **Intended purpose**  (with or without revenue for the requesting entity) | **Gross fee** |
| - Works of art  - Photographs  - Museum items  - Documents | Without the right to publish  (for private,  educational and academic purposes) | 72 dpi / JPG | non-commercial | 1 PLN |
| With right to  publish | 72 dpi / JPG | non-commercial | 10 PLN |
| commercial | 30 PLN |
| - Works of art  - Photographs  - Museum items | With right to  publish | 300 dpi / TIFF | non-commercial | 30 PLN |
| commercial | 60 PLN |
| - Documents | With right to  publish | 300 dpi / TIFF | non-commercial | 20 PLN |
| commercial | 40 PLN |
|  |  |  |  |  |
|  |  |  |  |  |

* **Fee for providing digital copies of library materials from JHI collections**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of item in JHI collections** | **Right to publish** | **File size and format** | **Intended use**  (with or without revenue for the requesting party) | **Gross fee** |
| Library materials.  Old prints and manuscripts whose digital copies already exist | n/a | As per request | n/a | 1.00 PLN / page (or card) |
| Old prints and manuscripts whose copies do not exist yet, | n/a | As per request | n/a | 10.00 PLN / card |

**II. PHOTOCOPIES**

* **Fees are charged for photocopies of photographs/items/records and library material (old prints, manuscripts, journals in bound volumes and formats larger than A4 are not subject to photocopying)**

|  |  |  |
| --- | --- | --- |
| Format | Fee | Photocopy |
| A4 | 2 PLN | black and white |
| A3 | 3 PLN | black and white |

**III. SEARCH SERVICES**

1. The Archives, Heritage Documentation, Art and Library Departments do not carry academic searches on commission.

2. The JHI Archives carry out paid searches commissioned by lawyers, law firms and legal representatives who are gathering personal documents from JHI collections – the cost of one case is 100 PLN.

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**Department contact details:**

[**Archives**](https://www.jhi.pl/en/collections/archives)**:** email: areszka@jhi.pl

[**Art Department**](https://www.jhi.pl/en/collections/art-department)**:** email: [mkrasicki@jhi.pl](mailto:mkrasicki@jhi.pl)

[**Heritage Documentation Department**](https://www.jhi.pl/en/collections/documentation-of-the-jewish-heritage)**:** dokumentacja@jhi.pl

[**Library**](https://www.jhi.pl/en/collections/library)**:** [zfliszkiewicz@jhi.pl](mailto:zfliszkiewicz@jhi.pl)

**To receive an invoice, please provide the following data:**

1. Full name of the institution

2. Address of the institution

3. NIP (tax number)