

Request for Use of Audiovisual Materials (images, films, sounds) of the German Federal Archives (Bundesarchiv)

(Please complete this form entirely and well readable and send it back signed by mail or fax / Mandatory fields are marked with *.)

Family name ^{*(1)} :	<input style="width: 95%;" type="text"/>	First name [*] :	<input style="width: 95%;" type="text"/>		
Street and number [*] :	<input style="width: 100%;" type="text"/>				
Zip/postal code [*] :	<input style="width: 100px;" type="text"/>	City, country [*] :	<input style="width: 400px;" type="text"/>		
E-Mail [*] :	<input style="width: 100%;" type="text"/>				
Client / Institution (name and address) ⁽¹⁾ :	<input style="width: 100%; height: 40px;" type="text"/>				
Invoice address:	<input style="width: 100%; height: 40px;" type="text"/>				
Subject of use [*] : (Research topic, title of project / publication, etc.)	<input style="width: 100%; height: 40px;" type="text"/>				
Purpose of use [*] :	journalism	science	education	official	private
	exhibition	digitalisation			
Type of publication [*] :	publication (please specify below for images/posters)		no publication		
Purpose of use / Project: [*]	Supplementary information on the purpose of use. Description of the project and the type of use, e.g. master's thesis, screening in a film series at an arthouse cinema / university / school / association / public institution etc., use in teaching and lessons, public relations work, illustrated book, inclusion in a film project or a theatre performance at a public institution / school / university / TV etc.				
<input style="width: 100%; height: 100px;" type="text"/>					
Name of publishing house, magazine etc.	<input style="width: 100%; height: 40px;" type="text"/>				
Estimated date of publication:	<input style="width: 100%; height: 40px;" type="text"/>				

⁽¹⁾ Please **always** state the name of a **natural person**! Names of institutions may be entered in the field „Client / Institution!“

**For publication of images and posters, please use fields A. to H.
For the use of film, please proceed from letter G:**

A. Publication in print or downloadable formats such as PDFs, e-paper, e-book or on electronic data carriers/storage media:

print run up to	per edition	simultaneous use in print and e-book / PDF additionally	per translation / language per edition additionally	per unchanged or updated edition
500	(1.)	(2.)	(3.)	(4.)
1.000	(5.)	(6.)	(7.)	(8.)
2.500	(9.)	(10.)	(11.)	(12.)
5.000	(13.)	(14.)	(15.)	(16.)
10.000	(17.)	(18.)	(19.)	(20.)
25.000	(21.)	(22.)	(23.)	(24.)
50.000	(25.)	(26.)	(27.)	(28.)
100.000	(29.)	(30.)	(31.)	(32.)
300.000	(33.)	(34.)	(35.)	(36.)
unlimited any number of translations of one edition				(37.)

B. Cross-media usage for print, including e-paper, online, electronic data carriers/storage media, app for a 3 year usage period

print run up to	
500	(38.)
1.000	(39.)
2.500	(40.)
5.000	(41.)
10.000	(42.)
25.000	(43.)
50.000	(44.)
100.000	(45.)
300.000	(46.)
unlimited print run / unlimited period of use	(47.)

C. Insertion on internet or intranet including online newspapers and magazines:

duration of use up to	insertion of 1 reproduction on 1 web domain	insertion of 1 reproduction on different web domains
1 month	(48.)	(49.)
3 months	(50.)	(51.)
1 year	(52.)	(53.)
3 years	(54.)	(55.)
5 years	(56.)	(57.)
no time limit	(58.)	(59.)

D. Digitale displays (all forms of digital displays), showings on electronic data carriers, ex. app, video guides:

duration of use up to	
1 month	(60.)
3 months	(61.)
6 months	(62.)
1 year	(63.)
3 years	(64.)
5 years	(65.)
10 years	(66.)
no time limit	(67.)

E. Use of an image/poster in a film and television production for broadcast or posting on the internet (streaming portal) as well as in an online-game:

	Any number of broadcasts in a programme / channel including placement in a free media library of the programme / channel				Internet-TV (streaming portal, media library); Game			
	up to 1 year	up to 5 years	up to 10 years	unlimited	up to 1 year	up to 5 years	up to 10 years	unlimited
national	(68.)	(69.)	(70.)	(71.)	(80.)	(81.)	(82.)	(83.)
europe-wide	(72.)	(73.)	(74.)	(75.)	(84.)	(85.)	(86.)	(87.)
worldwide	(76.)	(77.)	(78.)	(79.)	(88.)	(89.)	(90.)	(91.)

F. All-media use of an image/poster in a film and television production including screening at film festivals, cinema and promotion of the programme, production or screening:

	national	europe-wide	worldwide
up to 1 year	(92.)	(96.)	(100.)
up to 5 years	(93.)	(97.)	(101.)
up to 10 years	(94.)	(98.)	(102.)
unlimited	(95.)	(99.)	(103.)

G. Scan the QR code to sign up for the quarterly newsletter of the Federal Archives:



H. I have been informed about the legal requirements, the purpose and duration of the processing of my personal data and about my rights based on the privacy policy of the Federal Archives (www.bundesarchiv.de > [Datenschutzerklärung](#)). I agree to communicate via e-mail.

By signing below, I accept the following Regulations of the Federal Archives (Bundesarchiv) for the Use of Audiovisual Materials and the general terms and conditions of the Press- and Information Office.

(Location*)

(Date*)

(Signature*)

Regulations of the Federal Archives (Bundesarchiv) for the Use of Audiovisual Materials (images, films, sounds)

1. General Provisions

The use of audiovisual materials (=AV materials) of the Federal Archives is permitted under the following terms and conditions. The Federal Archives reserve the right to deviate from these terms and conditions. The user is responsible for providing the correct (billing-)address. If the invoice recipient does not comply with the obligation to pay, the Federal Archives have the right to claim users and invoice recipients as joint debtors.

2. Legal Basis

For the use, the provisions of the Federal Archives Act (Bundesarchivgesetz (BArchG)), the Ordinance Governing the Use of Archival Documents at the Federal Archives (Bundesarchiv-Benutzungsverordnung (BArchBV)) and the Special Cost Regulation of the Federal Government Commissioner for Culture and the Media (BKMBGebV) apply in their respective valid versions. These can be found on the website of the Federal Archives: www.bundesarchiv.de/bundesarchiv/rechtsgrundlagen/index.html.de

In addition, the legal provisions on copyright and personal rights shall apply as amended.

3. Request for Use

The use of AV materials of the Federal Archives requires the granting of a written Request for Use. It is to be filled in completely.

4. Access to and Reproduction of AV Materials

The user may view or listen to AV materials in the Federal Archives, unless this conflicts with conservational or other reasons according to § 13 BArchG.

AV reproductions are intended for preview and are only provided in a quality that is not suitable for publication (xerocopy, PDF document or digital files in low resolution).

Reproductions made available for preview remain property of the Federal Archives and must be returned within eight weeks of receipt; copying is not allowed. Digital AV materials must be deleted after being used for the approved purpose.

For publication purposes, the user is provided with copies/digital copies that can be used specifically for this purpose. The costs of the provision are governed by the Special Cost Regulation (BKMBGebV).

If the Federal Archives do not hold a usable copy of an AV material, it shall be produced - if possible - at the expense of the user. The property belongs to the Federal Archives.

The AV material is made available to the user for the approved purpose only (e.g. release in one publication, in one language or in one broadcast). Any further use requires the prior written permission of the Federal Archives. The user is obliged to provide complete information about the particular use.

Without prior written permission of the Federal Archives, AV materials must not be saved, reproduced, archived, duplicated, copied, modified or used in any other way. Passing on to third parties is only allowed with the prior written approval of the Federal Archives.

Copies usable for video, film and television productions are subject to charges according to § 2 (1) of the Special Cost Regulation (BKMBGebV) even if the provided copies are not used in the production (film, video etc.).

5. Protection of Copyrights and Personal Rights, the Rights of Persons Concerned and other Interests Worthy of Protection

The use of Federal Archives records may affect copyrights and personal rights as well as other interests worthy of protection. Users must observe these rights and interests and are, in case of any violation, themselves responsible to the entitled persons.

The clarification and documentation of the rights of third parties to the respective AV material with regard to origin, authorship and the existence of rights is generally carried out during the process of indexing the media, insofar as this information can be ascertained with reasonable effort.

The information provided by the Federal Archives is without any claim to completeness or correctness and given without any guarantee, so that users are not released from the obligation to conduct their own investigations. The final clarification of rights or determination of all rights holders is the sole responsibility of the users of the archival records. This applies in particular if the Federal Archives are not able to determine the rights holders for the forthcoming project.

The user shall be solely responsible for preserving the rights of third parties, in particular for obtaining permission for publication from the rights holders. Usable copies will be made available exclusively on condition that the user obtains permission for publication directly from the rights holders. If the address of the rights holder is known to the Federal Archives, it shall be provided, unless this conflicts with regulations on data protection. The user is also responsible for preserving any other rights and interests worthy of protection (e.g. ancillary copyrights or personal rights).

6. Attribution

When using AV materials from the Federal Archives, the complete reference number and - as far as known - the names of the authors of the material must be indicated in direct association with the AV material or in a special source reference of the publication. The following pattern has to be used: Bundesarchiv, reference number / author; for films, the film title must be given. Instead of Bundesarchiv, the abbreviation BArch may be used alternatively.

Examples image:

- Bundesarchiv, Bild 183-1989-1109-030 / Fotograf: Thomas Lehmann
- BArch, Bild 183- 1989-1109-030 / Thomas Lehmann

Examples film:

- Bundesarchiv, Die März-Revolten in Berlin, Film: BSP 11407-1
- Bundesarchiv, Neue Deutsche Wochenschau Nr. 49 / 1951, Film: 53452
- Bundesarchiv, Die Deutsche Wochenschau Nr. 544 7/1941, Film: K-133736.

7. Liability

The user shall be liable for the use of the AV material in accordance with these Regulations and Conditions and for any claims arising from such use. This shall apply in particular if the Federal Archives do not hold any rights to the AV material made available, in particular any rights of reproduction, distribution, performance, broadcasting, including by way of making available to the public, and/or ownership. The user assumes sole responsibility for the use of the AV materials and indemnifies the Federal Archives against all claims that could be asserted against the Federal Archives under the legal aspect of personal rights, exploitation rights and related property rights or other interests worthy of protection. The indemnification shall also include the assumption of costs for an appropriate legal defense. In the event that an item is handed over for usage, the user shall also be responsible for its intact and timely return. The user shall bear the transportation risk. In the event of damage, loss or deterioration of the item, the user shall pay compensation to the Federal Archives.

8. Notification of defects

The user shall immediately, at the latest four weeks after receipt of a delivery, notify the Federal Archives of any complaints concerning the content and scope of the AV material supplied or the technical quality of the reproductions.

9. Deposit copy

The user has to provide a deposit copy of any publication in print or on electronic storage media that has been produced using AV material from the Federal Archives on his own accord and free of charge. The number of the used AV materials and the size of the print run have to be stated.

10. Costs

Costs (fees and expenses) for the use and reproduction of AV materials of the Federal Archives are charged in accordance with the current version of the Special Cost Regulation (BKMBGebV). The publication fees are based on the rates valid at the time of publication. Depending on the particular right holder, license costs of third parties may be added.

11. Penalties for Violations

Disregarding these conditions may exclude the user from further use. The Federal Archives reserve the right to take further steps in accordance with civil or criminal law against any unlawful use or unauthorised dissemination.

12. Applicable Law

These Regulations are governed by the laws of the Federal Republic of Germany.

These "Regulations" are originally written in German! In the event of any differences in meaning between the original German version and the English translation, the original German version ("Bedingungen des Bundesarchivs für die Nutzung audiovisueller Medien (Bilder, Filme, Töne)") takes precedence.