**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. to order copies of library materials no request form is required, only contact with the Library.

3. Fees for providing digital copies of JHI resources

* **Fee for providing files with a digital copy for single use in Poland and abroad**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of item in JHI collections** | **Publication rights** | **File****size and format** | **Gross fee** |
| - Works of art- Photographs - Museum items- Documents | Without publication rights(for private,educational and academic purposes) | 72 dpi / JPG | 1 PLN |
| With publication rights | 72 dpi / JPG | 30 PLN |
| - Works of art- Photographs - Museum items | With publication rights | 300 dpi / TIFF | 100 PLN |
| - Documents | With publication rights | 300 dpi / TIFF | 40 PLN |

* **Fee for providing digital copies of library materials**

|  |  |  |
| --- | --- | --- |
| **Type of item in JHI collections** | **File****size and format** |  **Gross fee** |
| Library materials. Old prints and manuscripts whose digital copies already exist,  | As per request | 1.00 PLN / page (or card) |
| Old prints and manuscripts whose copies do not exist yet, | As per request | 10.00 PLN / card |

**II. PHOTOCOPIES**

* **Fees are charged for photocopies of archival material 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 concerning personal cases in JHI collections – the cost of one case is 150 PLN.

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**Department contact details:**

[**Archives**](http://www.jhi.pl/zbiory/zbiory-archiwalne)**:** email: areszka@jhi.pl

[**Art Department**](http://www.jhi.pl/zbiory/muzeum)**:** email: mkrasicki@jhi.pl

[**Heritage Documentation Department**](http://www.jhi.pl/zbiory/dokumentacja)**:** dokumentacja@jhi.pl

**Library:** zfliszkiewicz@jhi.pl

Before payment please send a signed order form (**Appendix 1**) together with the fee for the authorisation of the person acting for the requesting entity (where required). Data from the form will be used to issue an invoice.