



Archival Fees

Effective from 2014, 1st March

The fees apply to the archives documents as well as to the library documents kept at the WCC Archives. Copy fees paid on site are free of the basic charge. Paying by check or invoice includes the basic charge.

Copies made by the user in the reading room

Self print by user on photocopier ¹	CHF -.20	per sheet
Self print by student on photocopier	CHF -.10	per sheet
Photos made by user on his own digital camera (without flash)		free
Scan made by user on his own flatbed scanner		free
Scan made by user on public book scanner	20.-	per half-day

Copies made by archives staff on order

Basic charge for proceeding and searching of an order	40.-	
Basic charge for proceeding an order indicating the reference number of the item	20.-	
Scan of a document up to 5 pages	5.-	per document
up to 20 pages	10.-	per document
up to 50 pages	20.-	per document
up to 100 pages	30.-	per document
more than 100 pages		on demand
Photocopy of a paper original or print of a microform or of a digital born document	1.-	per sheet
Copy of a digital born document	1.-	per item
Digitization of a photo or sound document as per labor input of staff	80.-	per hour
Special formats (larger than A4 or other), delicate or damageable originals	80.-	per hour
Postage by e-mail	free	
Additional postage by mail in Switzerland	10.-	
Additional postage by mail abroad	15.-	

Search and documentation on request of users

First hour (basic charge and copies not included)	free	
From the 2 nd hour (basic charge and copies not included)	80.-	per hour

Permission fees

Non-commercial use for educational or academic research ²	free	
Commercial use in a publication (single use) ³ :		
Basic copyright fee	50.-	
Each item (scanned documents, photos)	10.-	
Sound or video document (per second)		on agreement
Quantity discount granted		on agreement
Enhanced commercial use for newspaper, television, radio, internet, advertising etc.; repeated commercial use		on agreement

All fees are subject to further modification or revision.

¹ The photocopier is only admitted as far as any risk of damaging the original is excluded.

² Users are required to declare whether they have any publication subsidy for an educational or academic publication or if the costs are on their private account.

³ Users are required to inform about the factual use of the document. The fee is to be paid only for the documents actually used for publication. The permission is only given for the indicated single use. Any later use or use by third parties requires a new authorization and permission fee. The user is responsible of preventing illicit use by third parties.