

Usage Regulations and Fees Pertaining to Collections

1.) Terms and Conditions for the Supply and Use of Image Material

- All images and documents are provided for one-time use only and only for the agreed purpose. In all cases, permission for use is subject to the obligation to observe copyright and personal protection rights. No rights shall be transferred by sending or downloading images, films, photographs etc. The user is obliged to clarify the rights of use with the rights holder. The museum does not assume any liability.
- Any published images and documents must always be marked with the author and owner directly at the time of copying and entering in the image directory by means of a source note as follows: "Author (if known), Museum of Communication (signature)"
- In the case of publications, at least one specimen copy must be provided free of charge to the Museum of Communication.
- The provision or use of the image material is partly subject to a fee and charged by invoice.
- The image material or documents may not be passed on to third parties without the prior consent of the Museum of Communication, not even for licensed editions.

2.) Fees and Pricing Policy

- The Museum of Communication will make digitised photographs, videos and films available for download free of charge up to a maximum of 5 files within 2 months. Provided that the desired items are already digitally available in the required resolution.
- Usage fees are charged by the Museum of Communication in the case of purely commercial use.
- In the case of photographs, videos, films, etc. for which the rights are not held by the Museum of Communication or are not in the public domain, usage fees may also be incurred. This must be clarified with the respective rights holders.

The following fees apply to orders for which the provision of the photographs and films entails additional expense:

Service	Specification	Fees
Base costs	Processing, invoicing and shipping (incl. 3 document copies or PDF)	CHF 30 CHF 20 (students)
General technical advice (incl. research)	1 st contact meeting	free
	Additional services per ½ hour (a discount or free admission is possible in case of Museum of Communication own interest)	CHF 60
	Museums; Post and Swisscom	free

Image archive lending (incl. philately)	<p>Production costs (plus base costs)</p> <p>Image copies per item</p> <p>Film copies</p> <p>Technical advice/research from the 2nd half hour, per ½ hour</p> <p><u>Usage fees (photographs)</u> - Private and scientific use as well as Swiss Post and Swisscom - Newspapers, magazines and popular knowledge publications - Commercial publications</p> <p><u>Usage fees (film)</u> - Private and scientific use as well as Swiss Post and Swisscom - Popular science use - Commercial use (per minute)</p>	<p>CHF 20 or effective costs CHF 10 or effective costs (students) CHF 70</p> <p>CHF 60</p> <p>free</p> <p>free</p> <p>CHF 300</p> <p>free</p> <p>free</p> <p>CHF 600</p>
Photocopies	<p>Per copy</p> <p>Self-copying</p> <p>up to 3 b/w photocopies (for shipping) from 4 b/w photocopies (for shipping)</p> <p>Scan per page</p> <p>Colour photocopies (per copy) For shipping</p>	<p>CHF 1 CHF 0.50 (students)</p> <p>CHF 0.50 CHF 0.30 (students)</p> <p>CHF 30 incl. 3 copies CHF 30 + copies</p> <p>CHF 0.30 CHF 0.10 (students)</p> <p>CHF 4 CHF 30 + copies</p>
Philately photocopies	<p>up to 10 b/w photocopies more than 10 b/w photocopies</p> <p>up to 2 colour photocopies more than 2 colour photocopies</p>	<p>free * with the general fees</p> <p>free * with the general fees</p>
Philatelic library	Lending and shipping	<p>free * Return postage paid by borrower</p>

* covered by the philately promotion fund (contract)