

## PRICE LIST OF ARCHIVAL SERVICES

Photocopy		
<b>Photocopy</b> (A4, A3)	black and white	<b>2 euro/page</b>

Digitalization*			
<b>Scanning</b> (300 dpi, JPG)	from the original document or from digital collection up to size A3	<b>1 euro/page</b>	
	from microfilm	by the researcher	<b>0,5 euro/page</b>
		by the Archives	<b>1 euro/page</b>
<b>Unique digital copy</b> Seals, crests, certificates, coat of arms, maps, plans, blueprints, typography, objects (300 dpi, TIFF)	Scanning of films (negative, positive), photographs	<b>1,5 euro/page</b>	
	from the original up to size A3	<b>2 euro/page</b>	
	between sizes A3-A1**	<b>4 euro/page</b>	
	larger than size A1**	<b>8 euro/page</b>	

Anonymisation	
Anonymisation (a technical procedure that excludes the identification of the relationship between a natural person and the data relating to that person) is used when the researcher cannot get to know the entire content of the documents for data protection reasons.	<b>1 euro/page</b> + Digitalisation fee (depending on the type of digitalization)

Delivery to external storage of researcher account via Digital Archives Portal ( <a href="http://www.eleveltar.hu">www.eleveltar.hu</a> )***		
<b>Digital copy for research</b> (96 dpi, JPG)	In colour, or black and white	<b>0,5 euro/page</b>

Photo ticket and pass*** (by advance bank transfer only)		
<b>Half-day ticket</b>		<b>8 euro</b>
<b>All-day ticket</b>		<b>12 euro</b>
<b>Ticket for 10 optional days</b> (to use within 12 months)		<b>55 euro</b>
<b>Pass</b>	Unlimited use within half a year (for six months from the date of issue)	<b>78 euro</b>
	Unlimited use within the calendar year	<b>137 euro</b>

\* Departments that do not have the necessary infrastructure cannot offer this service. In such cases, the specific department will provide more information about the possibilities.

\*\* In case of re-merging the document we charge an hourly work fee, about which we inform our customers in advance.

\*\*\* For more information, see the point 3.3.4.2.2. of the current Research Policy.

**The prices include the 27% value-added tax (VAT).**

#### ADDITIONAL INFORMATION

- On orders placed from abroad, the basic transfer fee is **3 euro** – due to the higher administration fee – to which a possible mailing cost may be added.
- Orders placed without the precise archival reference number have a basic tariff of **10,5 euro**. For documents whose preparation time exceeds one work hour, we charge a **9 euro** fee for every additional work hour started, about which we will inform our researchers in advance in writing.
- Completion time, depending on the order, is a maximum of 30 workdays (starting from the date we receive the completed copy order form). On orders exceeding 100 pages, we determine an individual completion deadline, about which we will inform our customers in writing.
- The prices of copies apply to pages, not sheets.
- Larger-sized documents can only be scanned in segments. The copies can be ordered in parts, or if needed, the document can be re-merged which has a separate hourly rate. In this case, the customer will receive a customised quotation.
- Urgency surcharge (carrying out the order within 3 business days) is +500%.
- In special cases, an individual fee for archival services different from the present appendix may be set, which shall be decided by the Director General of the National Archives of Hungary based on professional justification.