

PRICE LIST OF ARCHIVAL SERVICES¹

Photocopy		
Photocopy (A4, A3)	black and white	EUR 2,36 /page
Digitalization ²		
Scanning (300 dpi, JPG)	from the original document up to size A3 or from a digital collection	
	from microfilm	by the researcher
		by the Archives
Unique digital copy (Seals, crests, certificates, coat of arms, maps, plans, blueprints, typography, objects) (300 dpi, TIFF)	Scanning of films (negative, positive), photographs	
	from the original up to size A3	
	between A3 – A1 ³	
	larger than size A1 ³	
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.		EUR 1,57 /page + digitalisation fee
Delivery to external storage of researcher account via Digital Archives Portal (www.eleveltar.hu) ⁴		
In colour, or black and white (96 dpi, JPG)	In colour, or black and white	EUR 0,39/page
Photo ticket/pass ⁵		
Half-day ticket		EUR 7,87
All-day ticket		EUR 11,81
Ticket for 10 optional days (to use within 12 months)		EUR 55,12
Pass	Unlimited use within half a year (for six months from the date of issue)	EUR 77,16
	Unlimited use within 365 calendar days	EUR 137,79

¹ The price list contains net prices, which do not include 27% VAT.

² 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.

³ In case of re-merging the document, we charge an hourly work fee, about which we inform our customers in advance.

⁴ For more information, see point 3.3.4.2.2. of the current Research Policy.

⁵ The photo ticket and photo pass are free of charge for employees of the NAH and members of the MLE (Association of Hungarian Archivists) upon presentation of a valid membership card at all NAH institutions.

ADDITIONAL INFORMATION

- The basic fee for settling orders from abroad by bank transfer is EUR 2.36 net (EUR 3 gross), due to the higher processing costs associated with incoming international bank transfers. Any postage costs incurred will be added to this fee.
- The basic service fee for copies ordered without an exact archival reference code is EUR 11.02 net (EUR 14 gross). If the preparation of the archival material (archival and/or conservation-related) takes more than one working hour, a labour charge of EUR 9.45 net (EUR 12 gross) will be charged for each additional commenced working hour. Researchers will be informed of this charge in writing in advance.
- Depending on the order, the standard completion time is up to 30 working days, starting from the date we receive the completed copy order form. For orders exceeding 100 pages, an individual completion deadline will be determined, and customers will be informed of the deadline in writing.
- Copy prices are charged per page, not per sheet.
- Larger-sized documents can only be scanned in segments. Copies can be ordered in separate parts, or if required, the document can be re-merged, which has an additional hourly fee. In such cases, the customer will receive a customised quotation.²
- Urgency surcharge (for orders completed within 3 business days): +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.