

**THE CROATIAN STATE ARCHIVES (CSA) PRICELIST FOR RESEARCH OF PUBLIC ARCHIVAL RECORDS,
REPRODUCTIONS, DIGITISATION, COPYING, PUBLISHING AND OTHER FORMS OF USE OF ARCHIVAL
RECORDS**

Service	Description of service	Measure Unit	Price in EUR (€)
1.	ARCHIVAL RESEARCH, PROFESSIONAL ARCHIVAL AID, ADVICE AND TECHNICAL SERVICES - FOR EVERY ½ HOUR		
1.1.	Research, professional archival work	½ hour	19,91
1.2.	Research, professional archival work – if record originals are in foreign language, in language and alphabet that require paleographic or other particular knowledge	½ hour	39,82
1.3.	Archival professional technical aid and services	½ hour	10,62
	Notes:		
1.	The specified prices pertain to usual services of records research on a smaller scale. Prices for more comprehensive or extended research and research projects where the CSA conducts or leads research tasks are determined separately, via a contract or in other suitable manner.		
2.	Unless the CSA and the customer do not agree otherwise in advance, the research can last no more than 10 hours.		
3.	The expenses of making and delivery of reproductions are not included in the price.		
4.	The CSA reserves the right to refuse the solicited comprehensive archival research if the latter cannot be conducted due to execution of current business activities i.e. if the research is too extensive.		
5.	A lump sum payment for material costs and processing of a submission regarding the issuing of receipts, certificates, certified transcripts of documents for which it is not necessary to conduct research amounts to 6,64 €, which includes up to 5 certified copies.	Up to 5 certified copies	6,64
2.	PUBLICATION, PUBLIC BROADCAST AND LENDING OF RECORDS FOR DISPLAY		
2.1.	Publishing in publications		
2.1.1.	Circulation up to 300 copies. Publishing in publications.	Per item	39,82

2.1.2.	Circulation up to 500 copies. Publishing in publications.	Per item	66,36
2.1.3.	Circulation more than 500 copies. Publishing in publications.	Per item	92,91
2.1.4.	Reproduction on a cover, book jacket, title page – for circulation of more than 500 copies the amount is increased by 50%	Per item	66,36
2.1.5.	Reproductions on posters, postcards, calendars, in promotional publications etc. – for circulation of more than 1 000 copies the amount is increased by 50%	Per item	99,54
2.1.6.	Publication in an electronic edition – lump sum	Per item	99,54
	<u>Notes:</u>		
1.	Prices are shown per item and pertain to the publication of 1 (single) document.		
2.	The publisher has the obligation to send 1 (one) copy of the publication to the CSA free of charge.		
2.2.	Broadcast on television, use for film and video, online publication		
2.2.1.	Textual and graphic records, photographs etc. (per item).	Per item	39,82
2.2.2.	For broadcast outside of the European Union (EU) – the amount is increased by 50% (per item).	Per item	53,09
2.2.3.	For repeated broadcasts the amount is increased by 50% (per item).	Per item	79,63
2.2.4.	Online publication – for 1 year	Per item	66,36
2.2.5.	Online publication – for every subsequent year	Per item	33,18
	<u>Notes for groups 2.1. and 2.2.</u>		
1.	For the use of low resolution (SD) reproductions for educational purposes no fee is required.		
2.	Fee for the publication of particularly valuable record units is determined separately.		
3.	Fee for the use for commercial purposes is increased by 100%.		

2.3.	Loan for exhibitions		
2.3.1.	Use of original records for exhibitions of other institutions (per item)	Per item	66,36
2.3.2.	Use of record reproductions for exhibitions of other institutions (per item)	Per item	33,18
	Note for group 2.3:		
	Fee for exhibition of particularly valuable record units is determined separately.		
3.	USE OF AUDIOVISUAL RECORDS		
3.1.	Examining audiovisual records on the editing table with professional help – per hour	Per hour	26,54
3.2.	Use of audiovisual records for the realisation of a new audiovisual work and broadcast on television, distribution networks and platforms (including online)		
3.2.1.	Audiovisual records, clips – per minute	Per minute	66,36
3.2.2.	Sound records – per minute	Per minute	33,18
3.2.3.	Feature-length film (complete work)	Per film	663,61
3.2.4.	Short film (complete work)	Per film	265,45
	Note:		
	For repeated broadcasts the amount is increased by 50 %.		
3.3.	Use of copies of audiovisual records for a single commercial screening in a cinema		
3.3.1.	Feature-length film	Per film	265,45
3.3.2.	Short film	Per film	99,54

	Note:		
	For repeated screening the amount is increased by 50 %.		
3.4.	Duplication of audiovisual records		
3.4.1.	Duplication in high resolution – per hour	Per hour	265,45
3.4.2.	Duplication in SD resolution – per hour	Per hour	59,73
3.4.3.	Duplication from video and audio carriers – per hour	Per hour	26,54
3.4.4.	Duplication of digitised records in high resolution – per hour	Per hour	66,36
	Note:		
	Duplication fees are increased for costs of technical processing and records preparation.		
3.5.	Technical processing and preparation of audiovisual records for use		
3.5.1.	Inspection and rewinding – 1 film reel (35/16 mm)	Per item	6,64
3.5.2.	Inspection and hand-cleaning with the change of splices – 1 film reel (35/16 mm)	Per item	19,91
3.5.3.	Inspection and hand-cleaning with the change of splices – 1 film reel (8 and 9.5 mm)	Per item	33,18
3.5.4.	Processing of digital objects (editing) – per hour	Per hour	53,09
4.	PHOTOCOPYING		
4.1.	A4 paper size (210x297 mm), black and white print of user quality (micro printer, photocopier, laser printer)	Per page	0,27

4.2.	A3 paper size (297x420 mm), black and white print of user quality (micro printer, photocopier, laser printer)	Per page	0,53
4.3.	A4 paper size (210x297 mm), colour print of user quality (inkjet printer)	Per page	1,33
4.4.	A3 paper size (297x420 mm), colour print of user quality (inkjet printer)	Per page	3,98
4.5.	Paper size bigger than A3 (bigger than 297x420 mm)	Per page	5,31
4.6.	Graphic prepress of objects and print on inkjet colour printer - per ½ hour	½ hour	19,91
4.7.	Certification of a copy	Per item	0,40
	Notes:		
1.	If the copies from articles 4.1-4.7 are made on special types of paper and/or in different sizes than those stated, the price is determined for each case, in proportion to the purchase price of the required materials.		
2.	If the records must be digitised beforehand (objects with seals, parchments etc.), digitisation costs in accordance with this Pricelist are also applicable.		
5.	DIGITISATION OF ARCHIVAL RECORDS AND DUPLICATION OF DIGITAL RECORDS		
5.1.	Digitisation of archival records (reflective objects)		
5.1.1.	Size up to A3 (297x420 mm)	Per item	0,66
5.1.2.	Size from A3 (297x420 mm) to A2 (420x594 mm)	Per item	1,33
5.1.3.	Size from A2 (420x594 mm) to A1 (594x841 mm)	Per item	2,65
5.1.4.	Size from A1 (594x841 mm) to A0 (841x1189 mm)	Per item	5,31
5.1.5.	The most comprehensive objects; paintings in oil technique, glass paintings, macro shots etc.	Per item	10,62
5.2.	Digitisation of archival records (transparent objects)		

5.2.1.	Size from 24x36 mm to 60x90 mm	Per item	1,33
5.2.2.	Size 90x120 mm and bigger	Per item	3,32
5.3.	Sheet-fed digitisation of paper-based archival records		
5.3.1.	Size up to A3	Per item	0,05
5.3.2.	Technical documentation size up to A0 in greyscale	Per item	1,06
5.4.	Digitisation of microfilm rolls		
5.4.1.	Resolution up to 300 dpi	Per item	0,27
5.4.2.	Resolution up to 600 dpi	Per item	0,53
5.5.	Photographing with digital 12 MP camera in IR or UV mode	Per item	39,82
5.6.	Copying of digital records – 50% off the digitisation price for the document's size		
	Notes:		
1.	If necessary, the objects that require preparation before digitisation will incur a fee for each ½ hour of preparation.	½ hour	13,27
2.	Digitisation of large quantities of records from other custodians and copying of digital images can incur a quantity discount, provided that the price after the approved discount covers all digitisation costs.		
6.	DELIVERING DIGITAL IMAGES OF RECORDS		
6.1.	Delivery of digital copies of records on portable storage devices		
6.1.1.	CD	Per item	0,53
6.1.2.	DVD	Per item	0,80
6.1.3.	Delivery on a 16 GB USB flash drive (memory stick)	Per item	5,31

6.1.4.	Delivery on a 32 GB USB flash drive (memory stick)	Per item	9,29
6.1.5.	Delivery on a 64 GB USB flash drive (memory stick)	Per item	19,91
6.1.6.	Storage up to five files on a personal or the CSA's portable storage device		2,65
6.1.7.	Storage of the each following file on a personal or the CSA's portable storage device	Per item	0,27
	Notes:		
1.	Storage devices for services from articles 6.1.1 to 6.1.5 can be provided by the CSA or the user. By providing his/her own device the user consents for it to be formatted on the official CSA computer outside of the network system before being used. The device must not contain other files, since they can be destroyed during formatting.		
2.	Storage devices include CD, DVD, USB memory stick or another USB device.		
6.2.	Delivery of digital images via e-mail or websites for sharing large files		
6.2.1.	Delivery of up to five (5) files		2,65
6.2.2.	Delivery of each following file	Per item	0,27
	Note:		
	Delivery by e-mail is possible for files up to the size of 15 MB.		
7.	SERVICES OF THE REFERENCE SERVICE		
7.1.	Issuing of membership identification (ID) cards		
7.1.1.	Weekly ID card	Per card	2,65
7.1.2.	Weekly ID card for pupils, students and pensioners	Per card	1,33
7.1.3.	Monthly ID card – the latter enables the user to have 10 black and white A4 size photocopies or other reproductions in the appropriate amount, free of charge)	Per card	5,31

7.1.4.	Monthly ID card for pupils, students and pensioners (it enables the user to have 10 black and white A4 size photocopies or other reproductions in the appropriate amount, free of charge)	Per card	2,65
7.1.5.	Yearly ID card (it enables the user: - to have 40 black and white A4 size photocopies or other reproductions in the appropriate amount, free of charge - a 20 % discount for purchasing professional and reference literature published by the CSA necessary for his/her studies; the discount is applicable for a single copy of individual publication)	Per card	13,27
7.1.6.	Yearly ID card for pupils, students and pensioners (it enables the user: - to have 40 black and white A4 size photocopies or other reproductions in the appropriate amount, free of charge - a 20 % discount for purchasing professional and reference literature published by the CSA and necessary for his/her studies; the discount is applicable for a single copy of individual publication - the prerequisite for a student yearly ID card is the certificate from his/her faculty which confirms his/her student status)	Per card	6,64
7.1.7.	Repeated issuing of the ID card	Per card	7,96
7.1.8.	Repeated issuing of the ID card for pupils, students and pensioners	Per card	3,98
7.2.	Lump sum payment for photographing with a personal camera/mobile phone		
7.2.1.	Daily lump sum – photographing with a personal camera/mobile phone	Per day	10,62
7.2.2.	Weekly lump sum – photographing with a personal camera/mobile phone	Per week	15,93
7.2.3.	Monthly lump sum – photographing with a personal camera/mobile phone	Per month	19,91
7.2.4.	Yearly lump sum – photographing with a personal camera/mobile phone	Per year	79,63
7.2.5.	Lump sum per technical records unit (box, folder etc.) – photographing with a personal camera/mobile phone	Per technical unit	2,65
8.	GENERAL PRICELIST NOTES		
8.1.	In case of emergency requests the prices of all services are increased by 20-50%, depending on the complexity of work i.e. service.		
8.2.	Prices of particular services not specified in the Pricelist are determined for each individual case and in agreement with the customer.		

8.3.	Fees do not include insurance costs for original records in case of lending, making reproductions and replicas, as well as delivery costs.		
8.4.	As a rule the fees from the Pricelist are payed in advance and if the costs cannot be determined in advance an advance payment of predetermined costs is made.		
8.5.	On all services of the CSA that are not mentioned in the Pricelist and cannot be measured in number of working hours the prices from point 1.1 of the Pricelist apply.		
8.6.	Provisions of the Pricelist do not apply on the exchange of reproductions or providing of other services that the CSA has contracted with another institution or an individual on a parity basis.		
8.7.	The CSA can within its own cultural and promotional activities provide individual services determined in the Pricelist on more favourable terms or free of charge, if it is in its interest or in the interest of advancing its activity, and if it had secured assigned revenue to cover material costs.		
8.8.	In order to stimulate public interest for the use of audiovisual records, publication, public broadcast and lending of archival records, the CSA can approve a discount for activities and actions in public and state interest if the customers are public and state institutions, as well as for works co-financed with the public support system for legal persons registered in the Republic of Croatia. Regardless of the approved discount the applicant must pay to the CSA the costs of technical service.		
8.9.	The lump sum of postal services for the delivery up to 20 copies in the territory of the Republic of Croatia amounts to 2,65 € , and for more than 20 copies or pertaining to the delivery of other media amounts to 5,31 €.	Up to 20 copies	2,65
8.9.	The lump sum of postal services for the delivery up to 20 copies in the territory of the Republic of Croatia amounts to 2,65 €, and for more than 20 copies or pertaining to the delivery of other media amounts to 5,31 € .	More than 20 copies / other media	5,31
8.10.	The lump sum of postal services up to 20 copies outside the territory of the Republic of Croatia amounts to 7,96 € , and for more than 20 copies or pertaining to the delivery of other media amounts to 15,93 €.	Up to 20 copies	7,96
8.10.	The lump sum of postal services up to 20 copies outside the territory of the Republic of Croatia amounts to 7,96 €, and for more than 20 copies or pertaining to the delivery of other media amounts to 15,93 € .	More than 20 copies / other media	15,93

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