

Sender (Name and address):

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To:
The German Bundestag
– Administration –
Section ID 2 – Parliamentary Archives
Platz der Republik 1
11011 Berlin

Or by fax:
+ 49 30 / 227 36817

**Agreement to the General Conditions of Business
for the Services of
the Parliamentary Archives of the German Bundestag
– Conditions of Use for Sound and Video Recordings –**

1. The German Bundestag holds the usage rights to the recordings, held in the Parliamentary Archives, of plenary debates, committee meetings and special events.
2. The recordings are made available upon payment of a user charge (see paragraph 9), unless provided through administrative assistance. The copies may be used within the framework of reports on parliament for the following purposes:
 - Publication in the press
 - Publication in print media
 - Use in film and on television
 - Online and multimedia publicationsAny other use for commercial purposes, in particular for advertising purposes, is prohibited.
3. Any editing, alteration or manipulation of the images and / or sound other than colour correction, cropping and resizing is permissible only with the prior written consent of the German Bundestag. Equally, the image / sound may not be reproduced out of context.
4. Any distortion of the recordings, in image, text or any other form, using conventional or electronic tools, is prohibited. The user is responsible for the caption.
5. The press, in particular, is obliged to comply with the journalistic principles of the German Press Council (Press Code). Permission to use the images does not imply that the persons pictured, the holders of the rights to works pictured or of trademarks or other property rights have given their consent to public reproduction. The user is responsible for obtaining the consent of third parties necessary in individual cases. The user must respect the personal rights, copyright, trademarks and other property rights of the persons, works, objects or signs pictured. If such rights are not respected, the user alone is liable to third parties.

6. The German Bundestag reserves the right to investigate in cases where improper use or a serious infringement of these conditions of use is suspected.
7. When using the image or sound material, the source "German Bundestag" must be cited as necessary. This also applies in the case of publication in electronic form (e.g. Internet sites). The German Bundestag reserves the right to require the provision of more extensive information.
8. The production of recordings may be restricted or denied if this is necessary on conservational, legal or capacity grounds or for significant reasons.
9. Charges are applied as follows:
 - No charges are applied for oral and written information
 - Determining the source reference of audiovisual media

	For every 30- minute period begun	€10.00
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 - Undertaking reprographic work:

Electro/xero copies (black/white)	Per DIN A 4 page	€0.10
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 - Usage copies of sound/video recordings:

Transfer to digital carriers / digital formats (e.g. DVD, CD-ROM, Digital Betacam)	For every 30- minute period of play time begun	€50.00
to Betacam SP	For every 30- minute period of play time begun	€50.00
to analogue carriers (other than Betacam SP) / analogue formats(e.g. VHS)	For every 30- minute period of play time begun	€15.00
 - Recording medium / data carrier:

Audio compact cassette	Per item	€2.00
DAT cassette	Per item	€6.00
CD-ROM	Per item	€0.50
VHS	Per item	€3.50
Betacam SP	Per item	€30.00
 - DigitalBetacam:

Play time up to 60 mins	Per item	€30.00
Play time up to 90 mins	Per item	€45.00
Play time up to 120 mins	Per item	€60.00
 - DVD-R

DVD-R	Per item	€0.50
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 - DVD-RW

DVD-RW	Per item	€2.50
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The invoice will be sent to the above address on completion of the order.

Declaration:

I have noted the conditions of use for sound and video recordings and agree to be bound by them, including the charges set out therein.

(Place, date)

(signature)