

Digitalisation order

(You may fill in the form on your PC, store it and send it to us via email: studienzentrum@francke-halle.de)

Signature	Annotations (sheet or page number, date, etc.; accurately indicate the number of pages if they are not counted, mark the section to be copied by means of insertion strips)	Format (TIF, JPG, PDF, paper print-out on normal paper, black and white)

Storage medium and type of delivery

- ☐ CD / DVD
 ☐ Email (up to 10 MB) and/or data exchange via cloud
☐ Shipment
 ☐ collection in the reading hall

The costs for digitalisation are calculated according to the fees schedule.

The ordered records are made for the personal use by the ordering party. For any other type of use, in particular additional reproductions, duplications, the forwarding to third parties and the publication, a petition for a publication authorisation is to be filed with Franckesche Stiftungen.

Reproduction requests from the inventory accessible in the archive of Franckesche Stiftungen of Staatsbibliothek Berlin.
- Prussian cultural possessions must be registered in Berlin.

The digitalisation order is accepted with reservation and can be rejected for conservatory reasons.

Your personal data indicated here is processed for the internal handling of the digitalisation order exclusively, according to article 6, section 1, lit. c, in connection with § 147 AO [Abgabenordnung, German fiscal code], and article 6, section 1, lit. f, GDPR. Accordingly, application forms shall be stored for a period of 2 years and invoices shall be stored for a period of 10 years commencing at the end of the year in which the application was processed. Please also refer to our detailed data protection notes under www.francke-halle.de/datenschutz

The ordering party acknowledges the regulations above with their signature.

Name and signature of the ordering party

With companies, the executive manager should sign

Name and signature of the recipient of the invoice

(if deviating from the ordering party and/or owner, please indicate)

Email _____ (or phone if no email address exists) _____

Place _____ Date _____ Signature _____

Service notes

(should not be filled in by the ordering party)

Digital copy present

Cost estimate

Consultation

Supervised by _____ Execute the order _____