### Order for reproductions

- E-mail address for notification
- Phone number (optional, helpful in case of further enquiry)

**Gotha Research Library of the University of Erfurt**

- Schlossplatz 1 D-99867 Gotha
- Telephone: +49-361-737-5530
- Telefax: +49-361-737-5539
- E-mail: bibliothek.gotha@uni-erfurt.de
- Reference number: K9P90

#### Alternative delivery address / internal note

#### Invoice number

- Collection from Gotha
- Collection from Erfurt
- Delivery

- Cash payment
- Invoice
- Advance payment* (for orders outside of Germany, telephone orders, delivery via uploader or e-mail)

**Order copies from items excluded from self service**

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>A4 format up to 20 copies</td>
<td>4.00 €</td>
</tr>
<tr>
<td>each additional copy</td>
<td>0.20 €</td>
</tr>
<tr>
<td>A3 format up to 20 copies</td>
<td>8.00 €</td>
</tr>
<tr>
<td>each additional copy</td>
<td>0.40 €</td>
</tr>
</tbody>
</table>

#### Service fee

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>each order:</td>
<td>5.00 €</td>
</tr>
</tbody>
</table>

#### Scans, standard format: TIF, 300 dpi, color

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>new, up to DIN A3</td>
<td>0.40 €</td>
</tr>
<tr>
<td>each:</td>
<td></td>
</tr>
</tbody>
</table>

#### Delivery of scans in stock

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>without further editing</td>
<td>3.00 €</td>
</tr>
<tr>
<td>each order:</td>
<td></td>
</tr>
</tbody>
</table>

#### Special services

- varies depending on necessary working time.

- "Birthday newspapers* on special paper, A3 format | 0.90 € |
- Sending with uploader
- Download on a data carrier
- Shipping

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In accordance with Thüringer Verwaltungskostenordnung für die Hochschulen
In accordance with the terms of use of the Gotha Research Library of the University of Erfurt

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\*Article 93d of the German Copyright Law (UrhG)
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* Advance payment from outside of Germany: Please bear in mind that the financial transaction may be subject to an additional fee by your bank. It may be necessary to include this fee in the amount.

I have read the attachment about General Data Protection Regulation (articles 13 & 14 GDPR - DSGVO).

Name and contact details of the controller
University of Erfurt, represented by the President, Prof. Dr. Walter Bauer-Wabnegg, Nordhäuserstr. 63, D-99089 Erfurt

Data processing units within the university
Gotha Research Library of the University of Erfurt, represented by the Director, Dr. Kathrin Paasch, Schlossplatz 1, D-99089 Gotha, Phone: +49 361 737-5530 | Fax: +49 361 737-5539 | E-Mail: bibliothek.gotha@uni-erfurt.de
Department 3: Finance, represented by Marion Meyke, Nordhäuser Straße 63, D-99089 Erfurt
Phone: +49 361 737-5209 | E-Mail: haushalt@uni-erfurt.de

Contact details of the data protection officer
University of Erfurt, Ute Winter, Nordhäuser Straße 63, D-99089 Erfurt
Phone: +49 361 737-5651 | E-Mail: datenschutz@uni-erfurt.de

Purpose and legal basis of the data processing, deletion
Your personal data will be collected on the basis of Art. 6 para. 1 lit. b and lit. e for the purpose of producing a reproduction commissioned by you from the holdings of the Gotha Research Library and will be passed on to Department 3, Finance of the University of Erfurt for billing process.

Information on data processing (Art. 13 & 14 General Data Protection Regulation – GDPR)

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For the form “Order for the production of reproductions” we need the following personal information to fulfill the order:
- Name
- Your postal address (street, house number, city and zip code) for the preparation of the invoice and in the case when the order is sent by mail
- Your e-mail in the case when the order is delivered via DFN-Cloud
- Providing your telephone number (for further inquiries) and user number is voluntary

Your data will be stored for a period of 10 years in accordance with the Annex Storage Periods, “General Part”, point 2.3

of the “Guideline on the storage of documents in the administration of the Free State of Thuringia.”

Rights of data subjects
As a data subject, you have the following rights:
- Right to information (according to art. 15 DSGVO)
- Right of correction or completion (according to art. 16 DSGVO)
- Right of deletion (according to Art. 17 DSGVO)
- Right of restriction of the processing (according to Art. 18 DSGVO)

With regard to the aforementioned rights, the regulations of the Thuringian Data Protection Act (ThürDSG) (§21-23) apply additionally.

Right to withdraw consent
You have the right to object to the processing of your personal data in accordance with Art. 21 DSGVO, provided that there are reasons for doing so arising from your particular situation and provided that there are no compelling reasons why the Library must continue to hold the data.

If you wish to make use of your right of withdrawal, please contact us in writing or by e-mail at the above contact details.