

Reprographies – Order form



General Information

Order form for reprographies of archival documents from the Lower Austrian Provincial Archive.

Place of receipt

Amt der NÖ Landesregierung
Abteilung NÖ Landesarchiv und NÖ Landesbibliothek
Landhausplatz 1, Haus Kulturbezirk 4
3109 St. Pölten
Phone: 02742/9005-16264 or 16255; Fax: ext. 12052
E-Mail: post.k2archiv@noel.gv.at

Applicant person or institution

Title * Ms Mr
Academic title as prefix _____
First name * _____
Name * _____
Academic title as suffix _____
Institution _____
Citizenship _____

Address

Street * _____
House nr. * _____ Staircase _____ Apt. _____
Postcode * _____ City * _____
Country * _____

Contact details

Phone * _____
Email _____

Desired reprographics of archival documents

Please provide as detailed information as possible on the holdings, signature, slide or page number of the desired archival documents. Please use a separate line for each order unit.

Document(s)

Desired format of the reprographics

Please choose the desired format and, if applicable, the type of provision according to the current price list (see <https://www.noegv.at/noe/Landesarchiv/Service.html>) – please tick the appropriate boxes

Scan / Digital photo

- Resolution up to 300dpi over 300dpi
Provisioning as DVD download (via NÖ Box)

Printouts on plain paper

- black and white format: DIN A4 DIN A3
 in color format: DIN A4 DIN A3

Printouts on photo paper

- black and white format: DIN A4 DIN A3
 in color format: DIN A4 DIN A3
 back copies of microfilms (DIN A4 only)

Desired form of transmission

- Printouts / DVD... ... will be collected in person.
 ... should be sent to the postal address mentioned above.

Correspondence

- I agree to electronic communication by email.
 Please send all correspondence to the postal address mentioned above.

Notes

Notes _____

Acknowledgement

I acknowledge that the reprographics are for personal use only. According to § 14 of the Lower Austrian Provincial Archive Act, any publication requires the consent of the Lower Austrian Provincial Archive. *

General information

Data protection

General information pursuant to Article 13 GDPR

In accordance with Art. 13 of the basic data protection regulation, we would like to inform you that the personal data you have provided will be processed (electronically).

Detailed information on the processing of your personal data, on your rights as a data subject with regard to data processing, as well as on your right to lodge a complaint with the data protection authority is available on the Internet at www.noe.gv.at/datenschutz.

Transmission

Please save the completed form locally on your device and upload it, signed if necessary, in the [“General Application” online form](#) (please choose “Abteilung NÖ Landesarchiv und NÖ Landesbibliothek” as department).

Signature

Date, Signature

Accounting notes (to be filled in by the Lower Austrian Provincial Archive)

ON _____

Format	Anzahl	Preis
	Summe	