

# Reprographics – Order form



## General Information

Order form for reprographics 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](mailto:post.k2archiv@noel.gv.at)

## Applicant person or institution

Title ☐ Ms ☐ Mr  
Academic title as prefix \_\_\_\_\_  
First name \* \_\_\_\_\_  
Name \* \_\_\_\_\_  
Academic title as suffix \_\_\_\_\_ Date of Birth \* \_\_\_\_\_  
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.noel.gv.at/noel/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](http://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	