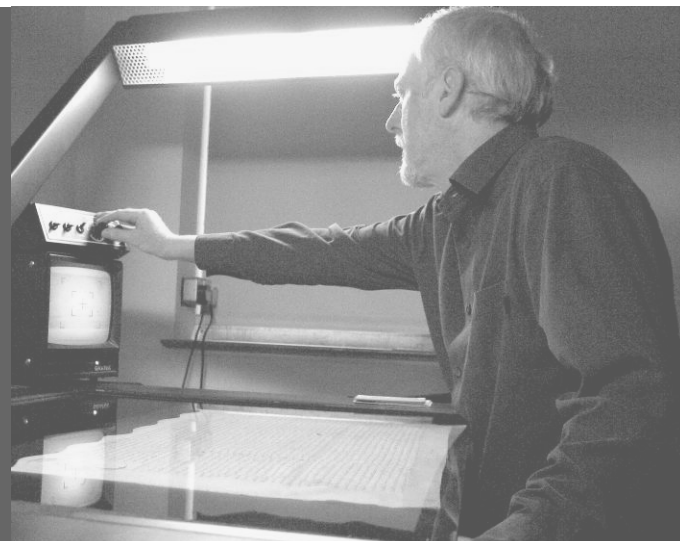


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# Copying Services and Charges 2008/9



## Canterbury Cathedral Archives

The Kent Archive Service offers a wide range of reprographic services to its customers. However, while we are happy to provide copies of records from our collections, not all records held can actually be copied due to copyright restrictions, terms of deposit or preservation concerns. Our policy is to copy original documents using reprographic processes that minimise the risk of damage to the records. Details, including restrictions, of each process are described in this leaflet.

We offer the following reprographic services

1. Black and white or colour photocopies from original records and local studies material
2. Black and white printouts from microfilm and microfiche
3. Black and white or colour printouts from digitised collections
4. Low Resolution colour digital print
5. Professional Digital Photography and Scanning Service including high resolution photographic prints and digital images on CD
6. Microfilm from original material or duplicated from master copies
7. Legal Duplicates of certificates

**Please note that for reasons of copyright Kent Archive Service does not allow any private photography or scanning.**



CUSTOMER SERVICE EXCELLENCE

**Libraries & Archives**



# Copying Services and Charges 2008/9

## Canterbury Cathedral Archive and Library

### 1 Black and white photocopies

Please note that for preservation reasons there are restrictions on the type of material that can be photocopied and all photocopying is carried out by archive and library staff. The risk of damage that photocopying poses means that we can allow comparatively little material to be copied in this way. Damage can occur due to excessive heat and light, and the need for an item to be positioned flat in order to obtain a good copy. We regret that we are unable to photocopy the following:

- Bound records or those that are pinned/stapled/stitched
- Some printed books (usually those published before 1900)
- Rolled documents or those with applied or pendant seals attached
- Painted or hand coloured items
- Photographs pre-1880
- Original Items larger than A3 (297 mm X 420mm)

Staff will advise if an item can be photocopied but in general material considered fragile or sensitive will need to be copied using alternative means.

### 2 Black and white printouts from microfilm and microfiche

Black and white paper copies from microforms are offered as an option where they exist. There are self-service microfilm reader/printer machines in all centres. Readers are invited to make their own black and white A4 or A3 paper copies of records that we hold on microform.

### 3 Copies of documents from digitised collections

Kent Archive Service has begun a programme of digitisation beginning with its collection of tithe maps and estate maps. These are available in the search rooms on CD ROM. Copies of digitised images are available as black and white or colour printouts, photographic quality printouts up to A3 or digital copies on CD.

### 4 Low Resolution colour digital prints

A4 colour prints from a digital photograph are offered as an option when, for preservation reasons, the document concerned is not suitable for conventional photocopying. Images are printed onto photo quality ink jet paper. Please note that the this service **only produces prints of a photocopy type quality**, good for general reference of text and simple illustrations. For high resolution digital photographs see the professional photographic service below. Please note that this service is dependant on availability of staff and may be limited during busy periods. This service is only available to visitors to the searchrooms.

## **5 Professional Digital Photography and Scanning Service**

Digital imaging can be used to copy a much wider range of material than photocopying. As digital scanning limits the impact of light heat and handling on the item, and also reduces the physical stress on bound items by supporting them in a book cradle, it is much more widely applicable than photocopying. The Kent Archive Service operates a Professional Digital Photography and Scanning Service. This service provides the highest quality of reproduction available. It offers various sizes of colour and monochrome images on photographic paper up to A3 as well as TIFF and JPEG images on CD-ROM. It is normally possible to photograph most material; however please enquire if documents are larger than A0. Items larger than A1 may have to be photographed in segments.

Please note that all photography is now digital.

## **6 Microfilm**

Microfilming offers the most effective way of copying large amounts of archival material, particularly books and documents. New microfilm of original items or copies of existing microfilms can be produced (microfilm reading facilities will be required to view films). Where the document(s) requested are integral to a collection or are bound into a volume, we may film the complete work on preservation grounds. The customer will only be charged for the microfilm requested, but the time taken to complete the order may be affected. Please enquire when ordering.

Positive diazo microfilm is supplied to readers requesting microfilm copies of documents.

## **7 Legal Duplicates of Certificates**

Hand written certified copies of baptisms and marriages from registers.

## Copying Services and Charges 2008/9

### Canterbury Cathedral Archive and Library

Please note that all these prices apply to **orders made in person** in the Archive searchrooms once you have consulted original documents yourself. Distance orders incur an additional research fee of **£27.40 per hour with a minimum fee of £6.85 per 15 minutes**. This is because of the work we need to do to satisfy the order. Typically we need to identify the original item(s) fully, have it produced from the strongrooms, assess what form of copying is most suitable and provide costing (often involving further discussion with the enquirer). It reflects the fact that we have to undertake work on behalf of distance users which we do not have to undertake when the enquiry is in person. Once we have identified the documents you have requested, we will send you an estimate of the cost of producing copies. Please do not send payment in advance of receiving an estimated cost from us.

### Terms and conditions for copying records

1. Customers must complete a reprographics order form, which includes a copyright declaration, for every order.
2. For self service printouts, customers must take responsibility for compliance with copyright law.
3. Copies supplied by the Kent Archive Service or Canterbury Cathedral Library must not be published by conventional or electronic means or used in any form of broadcasting without permission to reproduce having been given. Please ask for details.
4. Payment must be made in advance.
5. It is not always possible to copy a particular record. If we cannot meet your request we will let you know why and we will refund you for incomplete work.
6. If an order is difficult to fulfil, e.g. the document needs conservation treatment, we may have to charge more. In this case we will contact you to explain why and get your agreement before we do any copying.
7. Photocopies and printouts can usually be dispatched within 15 working days.
8. Please allow up to 8 weeks for delivery of microfilm and digital orders.
9. Large or unusual requests will be subject to individual quotations and delivery times and may include a charge for estimating.
10. We are unable to email images. Prints or CDs will be posted.
11. All prices include VAT at 15%.
12. Prices do not include post and packing.

Please note that prices do not include post and packing. A research fee may apply for distance orders.

### 1 Black and White Photocopies

Available on standard photocopy paper.

Service	Charge	
	A4/A3 Black and White	
Catalogue pages/Printed books	0.25	
Original Documents	0.50	
Printouts from the internet (Self-service public computer)	A4 Black and white 0.10	A4 Colour 1.00

### 2 Black and white printouts from microfilm and microfiche

Available on standard photocopy paper.

Service	Charge	
	A4	A3
Microform printout (self-service)	0.50	1.00

### 3 Copies of documents from Kent Archive Service digitised collections

Available as black and white or colour copies on standard photocopy paper, photographic prints up to A3 or digital copies on CD.

Service	Charge						
	A4 Black and white	A4 Colour	A3 Black and white	A3 Colour	A4 Print	A3 Print	CD-ROM
	<i>Self-service from public computers</i>						
Tithe Maps	0.25	1.00	N/A*	N/A*	11.74	14.68	14.68
KAP Estate Map	0.25	1.00	N/A*	N/A*	11.74	14.68	9.79 per image

\* this service is available at Centre for Kentish Studies

### 4 Low Resolution colour digital print

Available in A4 only

Service	Charge
Low resolution print	3.91
Photographic paper	4.91

This service is only available to visitors to the searchrooms.

## Copying Services and Charges 2008/9

### Canterbury Cathedral Archive and Library

#### 5 Professional Digital Photography and Scanning Service

High resolution digital images are available as prints on semi-gloss photographic paper or on CD.

Original material larger than A1 may need to be photographed in segments. These segments can be digitally “stitched” together again for an additional charge.

Service	Charge		
	Original document up to A1 (594 X 841mm)	Original document A1-A0	Original document larger than A0 (841 X 1189mm)
Digital Image on CD	11.74	19.57	Price on application
Stitching	From 9.79		
A4 Colour Print	14.68		
A3 Colour Print	17.62		
Larger than A3 Colour Print	Price on application		

#### 6 Microfilm

Large or unusual orders will be subject to individual quotations.

Service	Charge		
	Minimum charge	Plus per frame for Bound volumes and flat documents	Plus per frame for rolled or folded documents
Filming from original documents	39.15	0.35	0.70
Duplicates from existing masters	39.15 per roll (only whole rolls will be copied)		

#### 7 Legal Duplicates of Certificates

Service	Charge
Marriage Certificate	7.00
Baptism Certificate	12.00