

**Archives and Library
Fees and Charges**

1 Photocopies, microfilm and computer printouts

Self-service; remote supply is subject to the basic staff time rate of £42/hr, and postage.

	A4	A3
B&W:	£0.50	£1.00
Colour:	£1.00	£2.00

2 Self-Service photography permit

Subject to restrictions

Full rate	£12 per day / £60 per year
Student rate	£6 per day / £30 per year

3 Supply of digital images

In-stock images:	£10 for first image + £3.50 for further images from same item
Where new images need to be taken: 'Quicksnaps'	Above charges, plus staff time at £52.50/hr Staff time at £10 for up to 15mins capture. Lower quality images; subject to restrictions.

4 Certified copies of documents

Life event entry certificates supplied according to the Church of England Table of Fees. If incomplete details are provided, staff time applies at £42.00/hr.

Baptism certificate	£20
Proof of confirmation	£20
Motor vehicle registration	£20

5 Digitisation of recordings

Reel-to-reel / Cassette / Minidisc	From £15/hr – please enquire
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6 Staff research service

Subject to availability £42/hr (basic); £63/hr (higher-rate, requiring specialised knowledge)
Plus cost of copies at above rates

7 Conservation services

Based on rate of £63/hr. Please enquire for quotations.

Terms and Conditions

- Prices include VAT at 20% where applicable. A charge may be levied for postage and packaging.
- For preservation and copyright reasons there are restrictions on material that can be copied.
- Copies are supplied according to copyright law; copyright declaration forms must be completed.
- Copies must not be reproduced/published without prior arrangement.
- 'Quicksnaps' are not colour-balanced, cropped etc., and are not suitable for publication.
- Digital images are supplied electronically. Please enquire about other formats.
- It is not possible to make self-service scans from microfilm in the reading room.

The Precincts, Canterbury, CT1 2EH; 00-44-1227-865330; archives@canterbury-cathedral.org