

Archives and Library Fees and Charges

1 Photocopies, microfilm and computer printouts

Please note that there are restrictions on the type of material that may be copied

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

2 Self-Service Photography Permit

Subject to restrictions

£12.00 per day / £6.00 per half day (3.5 hrs)

3 Supply of Digital Images

Where images already exist:

£10.00 for first image

£3.00 for further images from the same volume

Where new images need to be taken:

Above charges, plus time @ £30.00/hr

4 Certified duplicates of documents

Certificates supplied according to the Church of England Table of Fees

Marriage certificate	£10.00	}	
Baptism certificate	£14.00	}	+ staff time at £30.00/hr
Proof of confirmation	£10.00	}	
Motor vehicle registration <i>(where full details are supplied)</i>	£15.00		

5 Digitisation of Recordings

Reel-to-reel / Cassette / Minidisc

From £15.00 per hour – please enquire

6 Staff Research service

Subject to availability

£30.00/hr

Plus cost of copies at above rates

Terms and Conditions

- For preservation and copyright reasons there are restrictions on the type of material that can be copied. Please ask staff for further information.
- All copies are supplied according to copyright law. Copyright declaration forms must be completed for all orders.
- Copies must not be reproduced without prior arrangement. If there is an intention to publish any image (whether in print or electronic media) an additional publication fee may be payable.
- Please enquire for certified copies of other documents not listed above.
- All prices include VAT at 20%.
- Remote supply of photocopies and printouts is subject to the standard hourly research fee
- Digital images are supplied electronically. Please enquire about different formats.
- An additional charge may be levied for postage and packaging.