

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 £40.00/hr, and postage.

	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

In-stock images:

£10.00 for first image

£3.00 for further images from the same item

Where new images need to be taken:

Above charges, plus staff time at £40.00/hr

Scans from microfilms:

£0.50 per image, plus staff time at £40.00/hr

4 Certified copies of documents

Certificates supplied according to the Church of England Table of Fees. Please enquire about certified copies of documents not listed below. If incomplete details are provided, staff time applies at £40.00/hr.

Marriage certificate	£10.00
Baptism certificate	£14.00
Proof of confirmation	£10.00
Motor vehicle registration	£15.00

5 Digitisation of recordings

Reel-to-reel / Cassette / Minidisc

From £15.00/hr – please enquire

6 Staff research service

Subject to availability

£40.00/hr (basic); £60.00/hr (higher-rate, for research requiring specialised knowledge)
Plus cost of copies at above rates

Terms and Conditions

- All prices include VAT at 20%.
- 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/published 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.
- Digital images are supplied electronically. Please enquire about formats.
- It is not possible to make self-service scans from microfilm in the reading room.
- An additional charge may be levied for postage and packaging.
- Please enquire about fees for offsite talks.

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