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**
     - B&W: £0.50
     - Colour: £1.00
   
   - **A3**
     - B&W: £1.00
     - Colour: £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: £11.00
   - 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 other 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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