

## 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	£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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