

HEREFORDSHIRE ARCHIVE SERVICE

CHARGES

To take effect from 4 July 2011

We have revised our charges to take account of current archival practice. The updated list is shown below.

Please note that we are only able to accept cash or cheque/money order payments in sterling. Credit/debit card payments are also acceptable.

Please also note that all hiring arrangements will require the completion of a hire form.

COPYING CHARGES

TYPE OF COPY	COST per page	NOTES
Microform	30p	
Original material A4 or A3	50p (b/w) £1 (col.)	both b/w and colour copying is subject to our 'Copying Guidelines/Regulations'
Library books, catalogues, etc	10p	
Printouts from the computer	30p	
Photography Please bring your own camera. (no limit to the number of shots)	£3.00 £10.00 £30.00	daily permit weekly permit* annual permit *
Certificates Certified copy certificates	£5.00	per certificate plus £5.00 fee for staff time
Images for publication (negotiable discount for bulk requirement)	prices on application	

*You must present the weekly or annual photography permit on each visit you wish to take photographs or you will be charged for a daily permit.

RESEARCH and COPYING SERVICE

FEE	COST	NOTES
Photography By staff on demand in the office (subject to staff availability)	£30.00 + £2.00	per hour + per image on CD ROM, e-mailed to the user or printed out on paper or card (not photographic paper)
Photography Of documents by staff as part of a research request - target dates apply	£20.00 + £2.00	per hour (or commercial charge as appropriate) + per image - in choice of format as listed above
Research fee (pro rata)	£20.00 non-commercial clients, or £30.00 commercial clients	per hour + copying costs and the full postage charge
Urgent requests (pro rata)	£40.00 non-commercial clients, or £60.00 commercial clients	carried out the same day if requested before noon, otherwise on the next working day. copying and postage charges will be extra.

OTHER CHARGES

TYPE	COST	NOTES
Drinks Machine	60p	per cup
Schools sessions	£50.00	per session
Talks	donations accepted	suggested donation £30.00
Conservation work	£30.00	per hour by trained conservator + materials
Conservation work	£20.00	per hour by conservation technician + materials

Archival items for sale include:		other preservation items are available - please ask for details if interested.
Green archive boxes	£7.50	each
Hire of exhibition screens	£5.00	
Hire of overhead projector	£5.00	
Hire of digital projector	£10.00	
Hire of thermohygrograph	£5.00	per month
Hire of searchroom	£10.00	per hour