

Herefordshire Archive Service

Charges 2018-2019



	Service	Charge (including VAT)
Searchroom	Photocopy – archive b/w	60p
	Photocopy – archive colour	£1.20
	Photocopy – book b/w	12p
	Photocopy – book colour	24p
	PC print out – b/w	36p
	PC print out - colour	72p
	Microprint	36p
Permits	Photography permit per day	£6.00
	Photography permit per week	£18.00
	Annual photography permit	£60.00
	USB for microfilm copies per day	£3.60
	USB for microfilm copies per week	£12.00
	Annual USB permit	£60.00
	Joint USB / photography permit per week	£18.00
	Joint annual USB / photography permit	£90.00
Research Service	Research per half hour	£18.00
	Photocopies charged as above in addition	
	Digital copies plus research rate	£3.60
	Probate copies from microfilm (4 for 3)	£14.40
	Probate copies from original (4 for 3)	£24.00
Talks	Standard talk	£60.00
	Bespoke talk	£90.00
	Tour of HARC - daytime	£60.00
	Tour of HARC - evening	£72.00
	Tour of HARC with tailored document display - daytime	£60.00
	Tour of HARC with tailored document display - evening	£72.00
	Workshops per head	£9.60
	(Please note: craft workshops have variable course fees)	
Education Sessions	Half day session in Jim Tonkin Room for school group – set session	£84.00
	Half day session in Jim Tonkin Room for school group – bespoke session	£108.00
	Half day session at school – set session	£84.00
	Half day session at school – bespoke session	£108.00

Hire of Rooms	Jim Tonkin Room, including tea / coffee and use of AV equipment Commercial rate per day	£180.00
	Jim Tonkin Room, including tea / coffee and use of AV equipment Local group / charity rate per day	£72.00
	Jim Tonkin Room, including tea / coffee and use of AV equipment Commercial rate per half day	£96.00
	Jim Tonkin Room, including tea / coffee and use of AV equipment Local group / charity rate per half day	£36.00
	Jim Tonkin Room per hour or part thereof before 08.45am Commercial rate	£24.00
	Jim Tonkin Room per hour or part thereof after 5pm Commercial rate	£30.00
	Jim Tonkin Room per hour or part thereof before 08.45am Local group / charity rate	£12.00
	Jim Tonkin Room per hour or part thereof after 5pm Local group / charity rate	£24.00
	Butterfield Room (small meeting room) per half day	£12.00
	Hire of atrium gallery space per two week period	£180.00
Reproduction Fees	Local not for profit publication – per image	£12.00
	Local commercial publication per image	£12.00
	National commercial – per image	£60.00
	TV – one UK or one country transmission	£90.00
	Each repeat	£45.60
	Cable or satellite only - unlimited	£144.00
	Other arrangements by negotiation	
Conservation / Preservation Fees	Conservation / preservation advice – per hour	£36.00
	Preservation (dry cleaning, boxes, enclosures) – per hour	£36.00
	Conservation treatment (paper, book and parchment treatments, tape removal) – per hour	£48.00
	Consultancy (collection surveys and management plans, condition reports, pest and environmental surveys) – per hour	£60.00