

Herefordshire Archive Service

Charges 2025 – 2026



Service		Charge (including VAT)
Searchroom	A4 Photocopy – archive b/w	50p
	A4 Photocopy – archive colour	£1.00
	A3 Photocopy – archive b/w	£1.00
	A4 Photocopy – archive colour	£2.00
	A4 Photocopy – book b/w	10p
	A4 Photocopy – book colour	40p
	A3 Photocopy – book b/w	40p
	A3 Photocopy – book colour	80p
	PC print out – b/w	10p
	PC print out - colour	40p
	Microprint	35p
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 – standard	£18.50
	Research per half hour – commercial client	£25.00
	Photocopies charged as above in addition	
	Digital copies plus research rate	£3.70
	Probate copies from microfilm (4 for 3)	£12.00
Talks	Standard talk	£60.00
	Bespoke talk	£90.00
	Group tour of HARC day time	£60.00
	Group tour of HARC evening	£72.00
	Group tour of HARC with tailored document display day time	£60.00
	Group 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 Learning room for school group – set session	£84
	Half day session in Learning room for school group – bespoke session	£108.00
	Half day session at school – set session	£70.00
	Half day session at school group – bespoke session	£90.00
Hire of rooms	Please see rooms for hire on Herefordshire Council website: - https://www.herefordshire.gov.uk/harc-for-hire	
Reproduction fees	Local not for profit publication per publication	£10.00
	Local commercial publication per image	£12.50
	National commercial publication per image	£62.00
	TV – one UK or one country transmission	£93.00
	Each repeat	£47.60
	Cable or satellite only unlimited	£150.00
	Other arrangements by negotiation	
Conservation/ preservation fees	Conservation/ preservation advice – per hour	£37.50
	Preservation (dry cleaning, boxes, enclosures)	£37.50
	Conservation treatment (paper, book, and parchment treatments, tape removal)	£50.00
	Consultancy (collection surveys and management plans, condition reports, pest and environmental surveys)	£62.00