

APPENDIX 2

HERITAGE FEES AND CHARGES 2020/21 Proposals

	2019/20	2020/21
SELF SERVICE COMPUTER AND MICROFICHE/FILM PRINTS		
Black and white (A4)	£0.20	£0.20
Black and white (A3)	£0.40	£0.40
Colour (A4)	£0.50	£0.50
Colour (A3)	£1.00	£1.00
SELF SERVICE OWN CAMERA		
Own camera per frame	£1.00	N/A
Own camera day pass	£10.00	£10.00
REPROGRAPHIC COPIES BY ARCHIVES STAFF		
Choose from digital image on CD, or via email, OR hardcopy (A4 or A3).		
Copying per 15 minutes	£10	£10
Copying per half hour	£18.00	£19.00
Copying per hour	£28.00	£29.00
Postage and handling (UK – overseas at cost)	£4.00	£4.50
BULK ORDERS OR COMMERCIAL OR FRAGILE DOCUMENTS	Quote given on request	Quote given on request
CERTIFIED COPIES Add research fee where exact reference not provided		
Anglican & Non-conformist Christenings, Burials and pre-1837 Marriages	£14.00	£14.00
Post 1837 Marriages	£10.00	£10.00
School Extracts, e.g. Admission Register Entries	£10.00	£10.00
Magistrates Courts Extracts	£10.00	£10.00
Postage and handling (UK – overseas at cost)	£4.00	£4.50
Other certified copies		See reprographic copy prices
MICROFICHE CHARGES		
Charge for microfiche copies of existing master fiche OR new fiche from originals	Quote available on request	N/A
Postage and handling	At cost	N/A

ENQUIRIES AND RESEARCH SERVICE		
Responding to enquiries relating to use of service.	Free	Free
Responding to basic enquiries related to collections (e.g. signposting to catalogues)	Free for up to 30 minutes	N/A
Responding to enquiries that require searching of catalogues and indexes	Research fee applies.	Research fee applies.
Research OR 1-1 Consultation per 15 minutes	£10	£10
Research OR 1-1 Consultation per half hour	£18.00	£19.00
Research OR 1-1 Consultation per hour	£28.00	£29.00
Assisted Research (personal assistance in archive search room) per hour	£28.00	£29.00
Provision of professional advice by a qualified conservator or archivist.	£50 per hour + mileage @ 45p per mile	£50 per hour + mileage @ 45p per mile
Translation (from Latin into modern English) per hour	£28.00	£35.00
Transcription of archival documents into modern English (per hour)	£28.00	£35.00
TALKS & WORKSHOPS		
Scheduled talks and workshops per person	£5.00	£5.00
REPRODUCTION/PUBLICATION FEES – DIGITAL AND PRINTED		
Staff are permitted to negotiate publication fees where appropriate.		
Reproduction fee per item for commercial use	£50.00 per image	£50.00 per image
Reproduction fee for internal commercial decoration (price per building)	£20.00 per image	N/A
Not-for-profit (per image)	£15.00 per image	£15.00 per image
Broadcasting: regional	£100.00 per image	£100.00 per image
Broadcasting: networked	£150.00 per image	£150.00 per image
Broadcasting: UK and overseas	£250.00 per image	£250.00 per image
MEETINGS ROOM HIRE		
Hourly rate (during opening hours)	Commercial: £25.00 Community groups, NCC and non-profit: £15.00	Commercial: £25.00 Community groups, NCC and non-profit: £15.00
Meeting room hire charges outside of building opening hours by negotiation.		

GROUP VISITS/TALKS		
Onsite up to 15 people Choose from our range including Introduction to Archives, source or thematic based		
1.5 hours	£55.00	£60.00
Onsite bespoke workshops		
3 hours	£110.00	£120.00
6 hours	£180.00	£180.00
Talks at external venues	£55.00 (plus travel)	£55.00 (plus travel)
CONSERVATION		
Archival quality preservation materials, e.g. acid free boxes, folders and sleeves for your precious papers and photographs	Quote available on request	Quote available on request
Conservation of documents (paper & parchment), maps plans, etc.	Quote available on request	Quote available on request
Restoration and conservation of historic to modern leather/cloth bindings and books		
New bindings in cloth, e.g. journals, theses, periodicals and reference works		
Treatment of flood damaged and mould affected materials.		
GALLERY HIRE		
Community groups, NCC and non- profit:	£75 per six-week period	£75 per six-week period
Commercial hire	£150 per six-week period	£150 per six-week period
DOCUMENT CASE HIRE		
Hire of document case (per fortnight)	£30	£30
Failure to return document case on agreed date (per case per week)	£30	£30
Delivery of document case (per mile from Nottinghamshire Archives)	£0.45	£0.45

All charges inclusive of VAT where applicable.