APPENDIX 2

ARCHIVES FEES AND CHARGES 2017-2018 proposals

	2016/17	**2017/18**
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
Memory sticks	£5.00 each	£5.00 each
SELF SERVICE OWN CAMERA		
Own camera per frame	£1.00	£1.00
Own camera day pass	£10.00	£10.00
COPIES BY ARCHIVES STAFF		
Choose from digital image on CD, or via email, OR hardcopy		
Building plans	£10.00 per plan package	£10.00 per plan package
Ordnance Survey maps	£8.00 per map	£8.00 per map
Wills	£8.00 per will	£8.00 per will
Other documents (onsite customers)	£1.00 per page	£1.00 per page
Other documents (remote customers	£1.00 per page (minimum charge £5)	£1.00 per page (minimum charge £5)
Depositor's first copy of catalogue	Free	Free
Depositor's subsequent copies of catalogue	£0.50	£0.50
Postage and handling	£3.00	£3.00
COMMERCIAL PHOTOGRAPHY AND BULK ORDERS	Quote given on request	Quote given on request
CERTIFIED COPIES		
Anglican & Non-conformist Christenings, Burials and pre-1837 Marriages	£9.00	**£13.00**
Post 1837 Marriages	£9.00	**£10.00**
School Extracts, e.g. Admission Register Entries	£9.00	**£10.00**
Magistrates Courts Extracts	£9.00	**£10.00**
Postage and handling	£3.00	£3.00
MICROFICHE CHARGES		
Charge to public customers from existing master fiche	£2.50 per item	**Quote available on request**
Charge to public customers for new fiche from originals	At cost	**Quote available on request**

Charge to NCC and City Council from existing master fiche	£1.60 per item	**Quote available on request**
Charge to NFHS (parish register loans)	£0.70 per item	**Quote available on request**
Postage and handling	£7.00	£7.00
RESEARCH SERVICE		
Research OR 1-1 Consultation per half hour	£15.00	£15.00
Research OR 1-1 Consultation per hour	£25.00	£25.00
TALKS & WORKSHOPS		
Scheduled talks per person	£4.00	£4.00
REPRODUCTION/PUBLICATION FEES		
Local non-profit making organisations, e.g. local history societies in Nottinghamshire & NCC	Free	Free (provided copy of publication is donated to Inspire)
Commercial and academic publishing and exhibitions; newspapers and periodicals; slides and film	£30.00	£30.00
Television - UK	£60.00	£60.00
Television - World	£120.00	£120.00
Commercial display and advertising	£60.00	£60.00
Prints for framing for commercial resale	£20.00	£20.00
Commercial videos: right to reproduce films right to reproduce stills	 £90.00 £30.00	 £90.00 £30.00
Internet – single item	£60.00	£60.00
MEETINGS ROOM HIRE		
Hourly rate	Commercial: £30.00 Community groups, NCC and non-profit: £20.00	**Commercial: £35.00** Community groups, NCC and non-profit: £20.00
For meeting room hire outside of building opening hours, a minimum surcharge of £30.00 may be applied to cover caretaking and staff costs.		
GROUP VISITS/TALKS		
Onsite Choose from our range including Introduction to Archives, source or thematic based 1 hour 1.5 hours	 £40.00 £45.00	 **£45.00** **£50.00**

Onsite Curriculum related study session 3 hours 6 hours	 £100.00 £175.00	 £100.00 £175.00
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. 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.	Quote available on request	Quote available on request
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

All charges inclusive of VAT where applicable.