

HAMPSHIRE ARCHIVES AND LOCAL STUDIES

TABLE OF FEES AND CHARGES from 1 July 2017 (inc. VAT)

Service	Description	Amount		
Research	Research in records	£37 per hour (max. 2 hours)		
	Express service	£74 per hour		
	English transcriptions	£50 per hour (max. 2 hours)		
Copy estimates	Estimates for large orders of photocopies, scans or photography	£10 per 100 pages (or part thereof)		
Photocopying	Personal visit (library books up to 100 years old)	50p per A4 or A3		
	Personal visit (other material)	£1 per A4 or A3		
	Postal requests	£10 for 1-5 copies, £1.25 thereafter (incl. p&p)		
	Education rate (all material)	50p per A4 or A3		
	Depositors rate (own material)	50p per A4 or A3		
	Catalogues	50p per A4 or A3		
Printouts (from microform)	Personal visit (A4 and A3)	75p per copy		
	Postal requests (parish entries)	£10 per parish entry		
	Postal requests (wills)	£10 per will		
	Education/depositors rate	50p per copy		
Printouts	From internet	30p per page		
Digital copying (includes p&p)	Paper (b/w or colour) Glossy (b/w or colour)	A5	A4	A3
		-	£12.00	£15.00
		12.00	£15.00	-
	E-mailed images & CD-ROM images (inclusive of CD)	First image - £12 Subsequent images - £4 per image		
	Whole volumes:	First 10 images - £40 Subsequent images - £1 per image		
Digital scans	Personal visit	£1.50 per scan		
	Postal requests	£10 for 1-5 scans, £1.50 thereafter		
Photography permit	Per session/day	£15		
	Discount card	£60 for 5 sessions		
CD publications (includes p&p)	Includes tithe maps/Bishops registers/Pipe rolls	£25 per tithe map/register/pipe roll		
Microform copies		No longer available		
Electronic material	Digital downloads	£37 per hour (£10 minimum charge)		
Film and sound material	DVD, etc	£35 per hour (£35 minimum charge)		
Certified copies	Baptism certificate	£28		
	Transcripts (short entries)	£20		
	Certification charge (excludes copying charge)	£10		

Facility fees for use of images in publications, etc (does not include charge for supply of image)	Commercial use	£50 per image (in addition, a research fee of £50 per hour may be applicable)
	Non-commercial use	£15 per image (in addition, a research fee of £50 per hour may be applicable) (£50 discount for 10 images or more)
Events	Workshops - per person Workshops - per group Archive Ambassador training	£10 per hour £100 up to half day £30 per person
Talks and visits	Talks to groups in Hampshire Group visits to Record Office	£100 £100
Cinema hire Discounts for block booking/HAT corporate members	Weekdays, 9.00-5.00 Weekday evenings, 6.30-9.00 Saturdays, 9.00-4.00	£35 per hour £70 £40 per hour
Workroom hire Discounts for block booking/HAT corporate members	Weekdays, 9.00-5.00 Weekday evenings, 6.30-9.00 Saturdays, 9.00-4.00	£25 per hour £70 £40
Conservation	Work by conservator	£50 per hour
Filming and recording	TV/radio company visit Still image used by TV company	£100 per hour £50 per image (in addition, a research fee of £50 per hour may be applicable)