

# HAMPSHIRE ARCHIVES AND LOCAL STUDIES

## TABLE OF FEES AND CHARGES from 1 July 2017 (includes VAT unless otherwise stated)

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

<b>Certified copies</b>	Baptism certificate Transcripts (short entries) Certification charge (excludes copying charge)	£28 £20 £10
<b>Facility fees for use of images in publications, etc</b> (does not include charge for supply of image)	Commercial use  Non-commercial use	£50 per image (in addition, a research fee of £50 per hour may be applicable)  £15 per image (in addition, a research fee of £50 per hour may be applicable)  (£50 discount for 10 images or more)
<b>Events</b>	Workshops - per person Workshops - per group Archive Ambassador training	£10 per hour £100 up to half day £30 per person
<b>Resource box hire (for schools)</b>	Resource box, per half term Resource box, per half term plus group visit to the Record Office (up to 10 students)	£50 (no VAT) £100 plus £3 per additional student (no VAT)  Non-HCC schools pay quoted price plus VAT
<b>Talks and visits</b>	Talks to groups in Hampshire Group visits to Record Office	£100 £100
<b>Cinema hire</b> 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
<b>Workroom hire</b> 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
<b>Conservation</b>	Work by conservator	£50 per hour
<b>Filming and recording</b>	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)