

HAMPSHIRE COUNTY COUNCIL

Officer Decision Record

Decision Maker:	John Tickle Assistant Director Culture and Heritage
Date:	30 March 2015
Title:	Review of charges, Hampshire Archives and Local Studies
Reference:	6604

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1. The decision:

- 1.1. The annual review of Hampshire Archives and Local Studies fees and charges, resulting in revised charges for 2015/16: fees and charges either remaining the same (most reprographics charges) or – mainly where there have been no increases in recent years – being increased (eg certified copies, minimum charges for copy requests).
- 1.2. The charge for talks to groups at an off-site location will be increased to £65 and for workshops, to £6.50 per hour per person
- 1.3. The charge for baptism certificates (statutory fee) and certified transcripts will be increased to £13 and the certification fee to £8.
- 1.4. The minimum charge for copy requests by post (including wills) will be increased to £6.
- 1.5. The hourly rates for research and digital downloads will be increased to £34 (£68 express research service), and for conservation work and transcriptions, to £50.
- 1.6. Only bulk orders of duplicate microfiche will be accepted.

2. Reason(s) for the decision:

- 2.1. To ensure fees and charges cover costs associated with facilitating the service provided.
- 2.2. To make effective use of resources.
- 2.3. To ensure fees and charges are broadly in line with those charged for similar services provided by neighbouring county archive services.
- 2.4. In respect of 1.6: a steep decline in demand for this service.

2.5. Many of the fees and charges for our most popular services remain unchanged. It is not expected that any increased charges will have a negative effect specifically on people within protected characteristic categories. In the case of those on low incomes the impact is expected to be relatively limited.

3. Other options considered and rejected:

3.1. Not applicable.

4. Conflicts of interest:

4.1. Not applicable.

5. Dispensation granted by the Head of Paid Service:

5.1 Not applicable.

6. Supporting information:

None

Approved by:

Date:



30 March 2015

John Tickle, Assistant Director Culture and Heritage

**HAMPSHIRE ARCHIVES AND LOCAL STUDIES FEES AND CHARGES
2015/16**

<i>Service</i>	<i>Description</i>	<i>Date last changed</i>	Charge 2014/15	<i>Charge 2015/16 (changes shown in bold)</i>
EVENTS				
Talk by archivist or conservator	Off-site visits	2013/14	£60 charge	£65
	On-site visits	2013/14	£45 charge	No change
Workshops (inc. beginners eves)	Charge per person	2013/14	£6 per hour	£6.50 per hour
Half-day workshops for another provider e.g. libraries	Charged by invoice per event (library passes on charge to attendees)	2014/15	£75	No change
Archive Ambassadors training day	Charged per person	2012/13	£18 per day	No change
Last Thursday lectures	Charge per person	2014/15	Donation	No change
Education workshops	Off-site	2014/15	£75 up to half day	No change
Education workshops	On-site (from September 2014)	2014/15	£75 up to half day	No change
CONSERVATION				
	Hourly rate	2010/11	£45	£50
RESEARCH				
	Hourly rate for searches in records (including photocopying estimates)	2014/15	£33	£34
	Hourly rate for transcriptions	2012/13	£45	£50
	Express service	2014/15	£66	£68
CERTIFIED COPIES				
	Baptism certificate	2014/15	£11	£13
	Certified transcripts (vehicle licence entries or similar – i.e. short entries)	2012/13	£12	£13
	Certification charge (i.e. in addition to copying or paid research costs)	2012/13	£7	£8

REPROGRAPHICS				
Photocopies	Personal visit Postal Education rate Depositors' rate HRO catalogue pages Library books less than 100 years & Info Packs Parish map	2014/15 2014/15 2014/15 2014/15 2014/15 2014/15 2014/15 2014/15	A4 / A3 (pence) 60 / 80 60 / 80 (min charge £5) 30 / 40 30 30 30 / 40 30 / 40 30	A4 / A3 (pence) No change 60 / 80 (min charge £6) No change No change No change No change No change No change
Microform print-out	Per search/copy (except wills) Per will Self service Postal / staff service Education rate Depositors' rate	2012/13 2009/10 2007/08 2014/15 2011/12 2014/15	A4 / A3 £5.00 £5.00 60 / 60 (50 / 50 for high value EMOS cards) 60 / 80 40 / 40 (high and low value) 30 / 40	A4 / A3 £6.00 £6.00 No change No change No change No change
Printer in searchroom	Print from web pages	2014/15	30	No change
Microfiche	Duplicate Microfiche envelope	2013/14 2003/04	£2.00 5p	Bulk orders (50+) only
Digital print Includes p&p	A5 glossy b/w or colour/sepia A4 paper b/w or colour/sepia A4 glossy b/w or colour/sepia A3 paper b/w or colour/sepia	2013/14 2013/14 2013/14 2013/14	£5.00 £5.00 £7.50 £7.50	No change No change No change No change
CD ROM images Includes CD and p&p	CD with 1 image CD with first 5 images, per image Subsequent images, per image	2013/14 2013/14 2013/14	£5.00 £5.00 £3.00	No change No change No change
E-mailed images	e-mail with 1 image attached First 5 images, per image Subsequent images, per image	2013/14 2013/14 2013/14	£5.00 £5.00 £3.00	No change No change No change

Electronic material	Digital material download (to all formats)	NEW in 2014/15	£33 per hour (£10 min charge)	£34 per hour (£10 min charge)
Self-service photography	Per session/day 5 session discount card	2012/13 2012/13	£12.50 £50.00	No change No change
CD publications (ex.Cathedral documents)	CD with tithe map and apportionment; Wellow album images	2014/15	£26.00 (including p&p)	No change
FACILITY FEES (Does not include charge for supplying image)	Documents: commercial use Non-commercial use (community/local voluntary groups; scholarly; non-profit making; print run less than 1,500) TV company filming Radio company recording Still image used by TV/radio company	2011/12 2011/12 (multiple introduced 2014/15) 2014/15 2014/15 2011/12	£30 per image £10 per image 10+ £6 per image, £5 per image-HAT members (only one discount will apply) £60 per hour £60 per hour £30 per image	No change No change No change No change No change
VENUE HIRE				
Block booking 5 or more 20% discount Hampshire Archives Trust corporate members 15% discount (only one discount will apply)	Cinema hire: Monday to Friday 9 – 5 Weekday evenings 6.30 – 9 Saturdays 9 – 4 Education room hire: Monday to Friday 9 - 5	2013/14 2011/12 2013/14 NEW in 2014/15	£30/hour £65 flat fee £35/hour £20/hour	No change No change No change No change