

HAMPSHIRE COUNTY COUNCIL

Officer Decision Record

Decision Maker:	Karen Murray Director of Culture, Communities and Business Services
Date:	30 March 2016
Title:	Review of charges, Hampshire Archives and Local Studies
Reference:	7436

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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 from 1 April 2016: fees and charges either being increased (eg digital copies, facility fees) or remaining the same (eg photocopies, copies printed from microform).
- 1.2. The charge for talks to groups both on- and off-site will be increased to £75, for workshops to £7 per hour per person, and for training days to £30 per day per person.
- 1.3. The biggest increase is for training days (from £18 to £30 per day per person) to more closely align the charge with the hourly rate for workshops.
- 1.4. The charge for digital images will be increased to £6 per image for the first five images but will remain at £3 per sixth, seventh image etc. The charge for all prints from digital images will be increased to £6 (A4 paper or A5 glossy) and £8 (A3 paper or A4 glossy).
- 1.5. The charge made for customers to use cameras to take their own photographs (number unlimited) will be increased to £14 per day/session.
- 1.6. The charge (facility fee) to use document images for commercial purposes will be increased to £40 per image and for non-commercial purposes to £12 per image.
- 1.7. The hourly rates for research and providing digital downloads will be increased to £35 and to £70 for the express research service.

2. Reason(s) for the decision:

- 2.1. To recover costs associated with facilitating the services provided.
- 2.2. To make effective use of resources.

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:

See table below.

Approved by:

Date:

**Karen Murray, Director of Culture, Communities and
Business Services**

30 March 2016

HAMPSHIRE ARCHIVES AND LOCAL STUDIES FEES AND CHARGES
With effect from 1 April 2016

<i>Service</i>	<i>Description</i>	<i>Date last changed</i>	<i>Charge 2015/16</i>	<i>Charge from 01/04/2016 (changes shown in bold)</i>
EVENTS				
Talk by archivist or conservator	Off-site visits	2015/16	£65	£75
	On-site visits	2013/14	£45	£75
Workshops (inc. beginners eves)	Charge per person	2015/16	£6.50 per hour	£7 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	£30 per day
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	2015/16	£50	No change
RESEARCH	Hourly rate for searches in records (including photocopying estimates)	2015/16	£34	£35
	Hourly rate for transcriptions	2015/16	£50	No change
	Express service	2015/16	£68	£70
CERTIFIED COPIES	Baptism certificate	2015/16	£13	No change
	Certified transcripts (vehicle licence entries or similar – i.e. short entries)	2015/16	£13	No change
	Certification charge (i.e. in addition to copying or paid research costs)	2015/16	£8	No change

REPROGRAPHICS				
Photocopies	Personal visit	2014/15	A4 / A3 (pence) 60 / 80	A4 / A3 (pence) No change
	Postal	2015/16	60 / 80 (min charge £6)	No change
	Education rate	2014/15	30 / 40	No change
	Depositors' rate	2014/15	30	No change
	HRO catalogue pages	2014/15	30	No change
	Library books less than 100 years & Info	2014/15	30 / 40	No change
	Packs	2014/15	30 / 40	No change
	Parish map	2014/15	30	No change
Microform print-out	Per search/copy (except wills)	2015/16	A4 / A3 £6.00	A4 / A3 No change
	Per will	2015/16	£6.00	No change
	Self service	2007/08	60 / 60 (50 / 50 for high value EMOS cards)	No change
	Postal / staff service	2014/15	60 / 80	No change
	Education rate	2011/12	40 / 40 (high and low value)	No change
	Depositors' rate	2014/15	30 / 40	No change
Printer in searchroom	Print from web pages	2014/15	30	No change
Microfiche	Duplicate	2013/14	£2.00 – bulk orders (50+) only	No change
	Microfiche envelope	2003/04	5p	

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	£6.00 £6.00 £8.00 £8.00
CD ROM images Includes CD and p&p	First 5 images, per image Subsequent images, per image	2013/14 2013/14	£5.00 £3.00	£6.00 No change
E-mailed images	First 5 images, per image Subsequent images, per image	2013/14 2013/14	£5.00 £3.00	£6.00 No change
Electronic material	Digital material download (to all formats)	2015/16	£34 per hour (£10 min charge)	£35 per hour (£10 min charge)
Self-service photography	Per session/day 5 session discount card	2012/13 2012/13	£12.50 £50.00	£14.00 No change
Pre-prepared CD/DVD Includes cost of CD/DVD and p&p (ex. Cathedral documents)	CD with tithe map and apportionment; Wellow album images Pipe rolls (full set) Individual Bishops registers (full set) Individual	2015/16* *reduced 2015/16 2015/16 2015/16 2015/16	£25 £950 £15 (min. charge £25) £380 £25	No change No change No change No change 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	£40 per image £12 per image No change No change No change No change £40 per image

VENUE HIRE				
Block booking 5 or more: 20% discount	Cinema hire: Monday to Friday 9 – 5 Weekday evenings 6.30 – 9 Saturdays 9 – 4	2013/14 2011/12 2013/14	£30/hour £65 flat fee £35/hour	No change No change No change
Hampshire Archives Trust corporate members: 15% discount (only one discount will apply)	Education room hire: Monday to Friday 9 - 5 Weekday evenings 6.30 – 9 Saturdays 9 – 4	2014/15 2011/12 2013/14	£20/hour £65 flat fee £35/hour	No change No change No change