

Hertfordshire Archives and Local Studies

CHARGES FOR COPIES AND SERVICES

Copy Charges for Visitors

Photocopies	
Books, Journals and pamphlets, A4 / A3	10p / 20p
Maps and documents A4 / A3 (staff only)	50p / £1.00
Computer print outs	
Black and white / colour	15p / 50p
Microfilm print outs	
A4 / A3	80p / £1.60
Digital capture (staff only)	
Per item, includes up to 5 images	£6.00
CD Rom (<i>additional charge</i>)	£1.00

Note: The cost of copies does not include the right to use them for publication or display of any kind. If you wish to do so, you must apply for Reproduction Rights for which a separate fee is payable. Please request a form.

Other Charges

Certified transcript/copy of baptisms, marriages and burials (Hertfordshire only) and other documents	£15.00
Duplicate microfilm where available	£50.00 per reel

Search Service

Our search service is carried out in 30 minute units at £15.00 per unit, up to a maximum of two units (£30.00) in any one transaction. This charge does not include the provision of copies. A quote for any copies will be included in our search report.

Copy Requests (for remote users)

Minimum of £6.00 per unit (which includes up to a maximum of 5 pages).
Hertfordshire Wills £8.00.

Expedited Searches

For an urgent search request, which we endeavour to complete within 24 hours, an expedited fee of £36.00 will be added to usual cost of the request (eg the cost of copies or certified entry).

Use of digital capture equipment

Visitors are welcome to use their own equipment to take images for private use only, however a photographic permit will be required. The permit will allow an unlimited number of copies within a specified time period. Full day charge is £5, five days £20 (do not have to be consecutive days but within one year), annual £50.

Use of premises/materials for commercial photography:
Still photography - £50.00 per hour; Filming - £100.00 per hour

Other Services

External talks	£60.00 an hour
Internal tours	£3.00 per person
Translation/transcription & professional advice	£60.00 an hour