

## Charges for copies

The price for copies set out below is for visitors to Hertfordshire Archives and Local Studies

<b>Photocopies</b>	
Books, Journals and pamphlets (A4)	10p
Books, Journals and pamphlets (A3)	20p
Maps and documents (A4) (staff only)	50p
Maps and documents (A3) (staff only)	£1.00
<b>Computer print outs</b>	
Black and white (A4)	15p
Colour (A4)	50p
<b>Microfilm print out</b>	50p
<b>Scanned images</b>	
Printed copy (A4)	£2.00
Printed copy (A3)	£3.00
CD Rom	£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)	£7.00
Certified transcript/copy of other documents	£10.00
Duplicate microfilm where available	£36 per reel

## Research Service

- There is a minimum charge of £7.00 for enquiries and *copy requests* made by telephone, post, fax or email.
- Research is carried out in 15 minute units at £7.00 per unit, up to a maximum of two hours (£56) in any one transaction. This includes up to two copies per unit and postage and packing. Additional copies will be charged at rate shown.
- Additional postage will be charged for larger orders.

## Use of cameras

- Visitors are welcome to use a camera, to take images for private use only. There is no charge for this, but the form overleaf must be completed.
- If a digital camera is used by staff for image capture there will be a minimum charge of £14 (up to 4 images)
- A quotation for professional photography can be made.
- Use of premises/materials for commercial photography.  
Still photography: £50 per hour; Filming: £80 per hour

## Other Services

Talks and tours	£50 an hour
Translation/transcription & Professional advice	£50 an hour

**Application to take photographs of Archive or Local Studies**

**material:**

Name (block capitals) .....

Address (block capitals) .....

Post code .....Daytime telephone number .....

E-mail.....

**I apply to take personal photographs of the material listed below in accordance with 'fair dealing' provisions of the *Copyright Designs and Patents Act 1988*:**

Reference number	Description	Date/s of item/s

**I declare that:**

(i) I require the photograph(s) for the purposes of non-commercial research or private study only and will not supply a copy of it/them to any other person; (ii) I have not previously been supplied with a copy of the same material by the archives centre or any other library or record office; (iii) If the material is **unpublished** – to the best of my knowledge the work had not been published before the material was deposited in Hertfordshire Archives and Local Studies and the copyright owner has not prohibited copying. If the material is **published** – to the best of my knowledge no other person with whom I work or study has made or intends to make a request for substantially the same material at or about the same time; (iv) If I wish to use the photograph(s) in any publication I will seek permission from Hertfordshire Archives in the first instance to do so and will make due acknowledgement to Hertfordshire Archives and Local Studies in the published work.

**Signature** ..... **Date** .....

**Hertfordshire Archives and Local Studies**

# Charges for Services

**From April 2007**

County Hall  
Hertford

Herts SG13 8EJ

Tel: 01438 737333

Fax: 01992 555113

E-mail: [hertsdirect@hertscc.gov.uk](mailto:hertsdirect@hertscc.gov.uk)

[www.hertsdirect.org/hals](http://www.hertsdirect.org/hals)



**All prices include VAT at 17.5% where applicable**