



## **Research and Image Service Charges\***

## Research

Research Enquiry	£30.00
Continuation	£10.00
Quick Look Up	£10.00
Research Visit	£20.00 (half-day)
Research Visit Timings:	Archive opens – 09:00
	Morning session ends – 12:00
	Afternoon session begins – 12:30
	Archive closes – 15:30

## Transcription

Service Record	£30
Other	Please contact us

## Photography and Digital Imaging

Please bear in mind that not all items can be photographed for data-protection, copyright, and conservation reasons. Bound volumes or items considered fragile or delicate will not be scanned but may be able to be digitally photographed.

## Self Service Photography

Camera permit	£15
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## Scanning

Documents with multiple pages will be saved into portable document format (PDF). Whilst images will be in JPEG or TIFF format dependent on quality.

Admin fee	£10
Low Resolution	£2.50 per page/image
High Resolution	£5.00 per page/image

## Digital Photography

Documents/images with multiple pages will be saved into portable document format (PDF). Images will be in a TIFF format. This is unless specified differently.

Set-up fee	£15
Photograph	£5 per page/image

## **Publishing & Reproduction**

The following charges are in addition to those listed above. These charges will be made if images provided are used in a publication.

Academic Lecture or Thesis – not for publication	£5 per image
Not-for-profit publication	£15 per image
Profit-generating/Commercial publication	£25 per image

## **Express Service**

Where possible we will aim to complete your enquiry within 20 working days (for reprographic service only). However, for customers who require faster services we charge an additional £10, plus postage if not sent electronically (this is dependent on staff availability).

**For bulk orders separate tariffs apply.**

*Charges are subject to change and are based on industry standards. Valid from 15.01.2024.*