



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

## Research

|                         |                                    |
|-------------------------|------------------------------------|
| Research Enquiry        | £30.00                             |
| Continuation            | £10.00                             |
| Quick Look Up           | £10.00                             |
| Research Visit          | £20.00 (per person*, per 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 |
|---------------|-----|

## 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| Academic Lecture or Thesis – not for publication | £5 per image  |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.*