

<b>Members Interest</b>
N/A

## **Staffordshire and Stoke on Trent Joint Archive Committee 3 December 2018**

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### **Review of Fees and Charges**

#### **Recommendation(s)**

1. That the fees and charges proposed in Appendix two to this report be approved for introduction by the Joint Archive Service from April 2019.

#### **2. Report of Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Director of Housing and Community Services (Stoke on Trent City Council)**

#### **Reasons for Recommendations**

3. The Archive Service fees and charges have been reviewed on an annual basis for a number of years to allow the Service to adapt its services according to demand and cost of provision. The proposed fees and charges are recommended for approval as they represent a fair and reasonable increase.

#### **Background**

4. The Archive Service generates income from the following sources: a range of copying services; the sale of photographic permits; research, transcription and certification services; sales of publications; donations; and fees for talks by and group visits to the Archive Service. In addition from 2014 the Archive Service has benefitted from income from its partnership with a commercial provider to make key archive collections available online.

5. Last year the Committee reviewed the charge for research and the charges which are based on it, including the staff facilitation fee. This year, following the pattern established over recent years, it is proposed to leave the Research Fee and associated fees unchanged, and to review the charges for supplying copies of documents in various ways that we are able to do (photocopying, digital copying and photography) and the fees associated with talks, visits and permissions to publish.

6. The changes proposed in this report continue to aim for a simplified structure. This reflects the fact that as technology has developed the justification for differential treatment of microfilm copies, photocopies and simple digital scans using multifunctional devices has disappeared.

7. We propose maintaining a differential between copies ordered in the reading room and copies ordered by post. This reflects the staff time that can be involved in locating, retrieving, and checking that the material requested is physically suitable for copying. This differential is applied to the first copy,

remaining copies being charged at the rate applied to copies requested in the reading room.

8. The Photographic permit is well used by our customers and offers the opportunity to have images of high quality on their own devices for instant access. The photographic permit represents a saving on orders of several copies and it is appropriate for it to increase in proportion to copying fees. This helps to maintain income for the Service whilst offering flexibility to our customers. The annual permit charge has been held in order to make it a more attractive purchase, as it currently attracts low take up.

9. The structure of charges proposed for publication fees aims to support the local and academic research community whilst ensuring commercial providers bear cost proportionate to the time involved in clearing rights on their behalf. The time involved in preparing rights agreements for them and to the larger audiences they aim to reach can be time consuming as involves contacting copyright owners.

10. It is proposed to abolish the differential item charge for e-book rights and instead impose a flat rate charge encompassing all items to be used in a particular publication.

11. The baseline charge for talks and visits has been held r to remain affordable for the local groups who are the potential users of this service. However there are increases proposed where the Service faces increased or significant costs, most notably in the provision of visits which include the time of conservation staff and additional staff time to provide security on strongroom tours.

#### Appendix 1

**Equalities implications:** In reviewing its fees the Archive Service has continued to maintain its lower research fee for people with disabilities.

**Legal implications:** The content of this report complies with the joint agreement governing the work of the Joint Archive Service.

**Resource and Value for money implications:** Overall the Joint Archive Service has income targets of £34,030 which breaks down to £2,500 for the City service and £31,530 for the County service.

**Risk implications:** At this point in the year income is under target for. Officers are managing spend within budgets to offset under recovery of income.

**Climate Change implications:** No significant implications.

**Health Impact Assessment screening:** No significant implications.

**APPENDIX 2**

**STAFFORDSHIRE AND STOKE- ON- TRENT ARCHIVE SERVICE**

**REVIEW OF FEES AND CHARGES, 2018/2019 -attached to report**

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List of Background Papers