

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

**REVIEW OF FEES AND CHARGES, 2019/2020**

The current fees and charges and proposed changes are set out below. The proposed new charges would apply from 1 April 2018.

FEE/CHARGE	CURRENT	PROPOSED		COMMENTS
<b>RESEARCH FEES</b>				
<p><b>1. Research Fee</b></p> <p>Scope: looking for information in the sources (archival, printed or published online) available to the Staffordshire and Stoke on Trent Archive Service . Providing information on our holdings from indexes or catalogues is not chargeable Basis: Research orders will be charged in half hour blocks, with a minimum of half an hour and a maximum of four hours.</p> <p>People with disabilities which prevent them from accessing the sources in the reading rooms of the Joint Archive Service will be charged at two-thirds of the standard rate.</p> <p><b>1.1 Quick Research Fee</b> Scope: looking for a single entry, article or item of information in a source on the basis of information provided by the enquirer which should lead directly to the entry or item desired and the provision of a single photocopy or transcription if found. This fee applies for the transcription of documents identified in the Staffordshire Name index. If a copy is requested and the source cannot be photocopied or transcribed within 15 minutes, the request will attract either the Staff Facilitation Fee or the Staff Photography Fee, not the QRF. Basis: One quarter of the Research Fee People with disabilities which prevent them from accessing the sources in the reading rooms of the Joint Archive Service will be charged at two-thirds of the standard rate.</p>	<p>£30 (£25 + £5 VAT) per hour to include the cost of up to 4 copies and UK/EU postage Minimum charge- £15-00 (£12.50 +£2.50 VAT) to include the cost of 2 copies and UK postage</p> <p>£20 per hour to include the cost of up to 4 copies and UK postage for people with disabilities.</p> <p>£7.50 (£6.25 + £1.25 VAT) First class postage charged additionally. £5 for people with disabilities</p>	<p>EU orders no change</p>	<p>Non-EU orders: no change</p>	<p>This fee has been held having been increased last year.</p> <p>This fee has been held having been increased last year.</p>

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<p><b>1.2 Hospital records search fee</b>  This fee is based on the standard photography charge and quick search fee using indexes to locate entries in hospital records. Digital images of the records are included in the fee.</p>	<p>£37.50  (£31.25 + £6.25 VAT)</p>			<p>This fee has been held having been increased last year</p>
<p><b>2. Staff Facilitation Fee</b>  Scope: Staff time used to make a customer request for service possible, including but not restricted to</p> <ul style="list-style-type: none"> <li>• supervising documents outside the research room during professional photography, transporting documents to an external office for microfilming, conservation or other purpose</li> <li>• certifying the content of archives held within the service for use in religious legal or other proceedings</li> <li>• preparing or conserving documents in order that a customer order can be carried out</li> <li>• transcribing or translating documents in private hands</li> </ul> <p>Basis: The fee will always be equal to the Research Fee.</p>	<p>£30.00 per hour</p>		<p>As part of fulfilling customer orders or requests, from time to time archive service staff may need to carry out ancillary or additional tasks in order to make the chargeable request possible. Examples would include, conserving or stabilising documents prior to photography, supervising documents in areas outside the search room in order that professional photography may be done, accompanying documents outside the service's premises for third party purposes. The provision of a certified copy of a register entry or an electoral register entry may be requested from the Archive Service for use by the customer in religious or legal proceedings. Staff's professional skills such as palaeography are sometimes requested by customers for single documents in private hands. In all these cases the archive service has routinely made a charge based on the hourly rate for research. This fee provides a defined fee for all work for the public not covered elsewhere in this schedule</p>	
<p><b>COPYING CHARGES</b></p>				
<p><b>3. Photocopies and microform printouts identified and ordered in reading rooms</b></p>	<p>75p (62p+13p VAT) per copy A4/A3 (B&amp;W)</p> <p>£1.50 per copy A4/A3 colour ( £1.25 + 25p VAT)</p>	<p>£1.00 (83p +17p VAT)</p> <p>£2.00 (£1.67 +33p VAT)</p>	<p>£1.00</p> <p>£2.00</p>	<p>These charges were last increased in 2017.</p>

FEE/CHARGE	CURRENT	PROPOSED		COMMENTS
<b>4. Photocopies and microform printouts ordered remotely</b>	First copy, incl. UK postage and packing £4-00 (£3.33 + £0.67 VAT)  First class postage charged additionally.  Successive copies on same order- 1-50 (£1.25 + £0.25 VAT)  Non EU postage charged at current rates	EU orders:  £5.00 (£4.17 +83p VAT)  Successive copies on same order (B&W) £1.00 (83p +17p VAT)  (Colour) £2.00 (£1.67 +33p VAT)	Non EU orders:  £5.00  £1.00  £2.00	Retrieving, identifying and assessing the suitability for copying of items requested remotely add significantly to staff time in fulfilling such orders and the initial charge differential from the standard price is in place to reflect this. The cost of successive copies has been reduced to align with the charge made in the reading room. Remote copies are usually supplied electronically
<b>5. Microform print outs : self service in reading rooms</b>	75p (62p+13p VAT) self service	Delete as separate charge		In 2017 these charges were aligned with the charges for photocopies. It is not envisaged that the charges will diverge and therefore they will no longer be set separately
<b>6. Microform print-outs by post</b>	£4-00 (£3.33 + £0.67 VAT)  First class postage charged additionally. Successive copies on same order- 1-50 (£1.25 + £0.25 VAT)	Delete as separate charge		In 2017 these charges were aligned with the charges for photocopies. It is not envisaged that the charges will diverge and therefore they will no longer be set separately

FEE/CHARGE	CURRENT	PROPOSED		COMMENTS
	per copy Non EU postage charged additionally			
<b>7. Computer print outs on site</b>	20p (Staffordshire) 10p (Stoke)	No change		This charge is held in line with Library Service fees in the County and the City and will vary in line with any changes made by the respective Library Services.
<b>8. In-house Photography Charges</b>	£30 per hour fee for photography including prints (£25 + £5-00 VAT)  The Staff Facilitation Fee may apply if conservation or preparation work is required in advance of the photographer carrying out the work.	EU customers	Non EU customers	<b>This fee has been held having been increased last year.</b> The provision of the images to the customer by digital download, by DVD or by print-out on ordinary photocopier paper, in person or by post will be free. Photographic prints will not be provided by the Archive Service
<b>9. Permit Fees for Use of Digital Camera</b>	£7-50 daily fee £50-00 annual fee	<b>£8.00</b> No change		The use of digital cameras allows researchers to obtain copies and the fee is increased to maintain a differential with the photocopy charge. The take up of the annual permit is low, and the charge has been held to increase the benefit gained over purchase of multiple day permits.

FEE/CHARGE	CURRENT	PROPOSED	COMMENTS
<p><b>10. Publication fees for the reproduction of documents in: exhibitions, hard copy or online publications or media broadcasting.</b></p>	<p>Sliding scale of charges according to the nature of the publication, print run or broadcast</p> <p>Community /academic journal publication/ website/ exhibition/ DVD: £10-00 for first item, plus £5-00 for each additional item</p> <p>Commercial publication: hard copy/exhibition/ website: £45-00 for first item, plus £25-00 for each additional item</p> <p>TV broadcast and onsite filming and world wide web publication: £200 for world-wide rights for first item; £80-00 for each additional item.</p> <p>Filming on site only £180 per half day.</p>	<p>£15 £5</p> <p>£50 £30</p> <p>E-book rights will attract an additional £50 per order</p> <p>£250 £100 £200</p>	<p>The proposed increases and the structure of these charges aim to support the local and academic research community and to ensure that commercial providers bear costs proportionate both to the time involved in preparing rights agreements for them and to the larger audiences they aim to reach.</p> <p>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.</p>

FEE/CHARGE	CURRENT	PROPOSED	COMMENTS
<b>OUTREACH SERVICES</b>			
<p><b>11. Talks to / visits by external organisations and groups</b></p>	<p>Talks offsite £50-00 County/City £55-00 out of county</p> <p>Saturday group visits: £55-00</p> <p>(£5 extra for out of county groups) £55-00 group visit including tour of strongrooms £60 -00 group visit including tour of strongroom and also visit to conservation workshop</p>	<p>£50-00 County/City £60-00 out of county</p> <p>Visits to Staffordshire Record Office or Stoke-on-Trent City Archives</p> <p>£50 Visits which include a tour of the strongrooms and/or conservation will attract the Staff Facilitation Fee in addition. Visits on Saturday will attract the Staff Facilitation Fee</p>	<p>These fees were last increased in 2016 and at the recommendation of the JAC in 2013 include travel expenses for out of county talks. The out-county fee is increased this year to reflect increases in such costs.</p> <p>Visits that go behind the scenes at Staffordshire Record Office or which involve Conservation staff require additional staffing and the Staff Facilitation Fee is charged in addition to the basic fee. This better reflects the true extra cost to the service than the charges which were previously notified.</p>
<p><b>12. Use of meeting room (LARC) at Staffordshire Record Office per four hour session.</b></p>	<p>£20 SCC meetings, adult education, local history and other societies, non-profit making local organisations or individuals</p> <p>£58 commercial companies</p>	<p>No change</p> <p>£60</p>	<p>Fees may be waived for retired / disabled groups at the discretion of the Archive Service.</p>