

STAFFORDSHIRE AND STOKE- ON- TRENT ARCHIVE SERVICE

REVIEW OF FEES AND CHARGES, 2011/2012

The current fees and charges and proposed changes are set out below. The proposed new charges would apply from 1 April 2011.

FEE/CHARGE	CURRENT	PROPOSED		COMMENTS
RESEARCH FEES				
<p>1. Research fees Includes searches in original documents such as parish registers, calendars of wills, wills, census returns, tithe and enclosure maps, manorial and estate records and local newspapers.</p>	<p>£22-00 per hour to include the cost of up to 4 copies and UK/EU postage</p> <p>Minimum charge- £11-00 to include the cost of 2 copies and UK postage</p> <p>£14.00 per hour to include the cost of up to 4 copies and UK postage for disabled people.</p>	<p>EU orders: no change</p> <p>£22-00 (£18-33 + £3.67 VAT)</p> <p>First class postage charged additionally.</p>	<p>Non-EU orders: no change</p> <p>£22-00</p> <p>Non EU postage charged additionally</p>	<p>It is not proposed to increase the fee given that there is a downturn in the demand for UK orders. The decision to hold the fee at standstill also reflects feedback from customer consultation.</p>
<p>2. Marriage Bond Searches</p>	<p>£12-00 for up to 3 searches and including provision of up to 6 copies of marriage licence records. UK postage included. Overseas postage charged at current rates.</p>	<p>EU Orders:</p> <p>£12-00 (£10.00 + £2.00 VAT) for up to 2 searches and including provision of up to 4 copies of marriage licence records. Standard UK/EU postage included. First class postage charged additionally.</p>	<p>Non-EU orders:</p> <p>£12-00 for up to 2 searches including provision of 4 copies of marriage licence records. Non EU postage charged additionally</p>	<p>The new rate is proposed after a re-assessment of the staff time taken to carry out a complete marriage bond search, which can involve searching across more than one series of records.</p>

FEE/CHARGE	CURRENT	PROPOSED		COMMENTS
3. Search and supply of copy of individual's baptism / marriage entry for official purposes	Successful search with copy supplied £7-50 Unsuccessful search £5-00	No change		The number of requests received from members of the public for copies of their own baptism or marriage entries from parish registers for official purposes is substantial. The fees cover staff search time and the cost of providing a copy which is redacted to exclude third party information. Requests are invariably to meet short deadlines.
4. Transcription fee for documents identified in online indexes	£6-50	EU orders No change £6-50 (£5.42 + £1.08 VAT) Includes standard UK/EU postage	Non EU orders No change £6-50 Non EU postage charged additionally	Increased in 2009. The fee takes account of the staff time involved in producing written transcripts. Demand has increased with the continuing development of Staffordshire Name Indexes online.
5. Certification fee	£11-00 per document	No change		The certification fee is linked to the research fee. Certifications are hand-written by the Head of Service and often at very short notice to meet administrative / ecclesiastical /legal requirements.
COPYING CHARGES				
6. Photocopies identified and ordered in reading rooms	50p per copy A4/A3	EU orders: 55p per copy (46p + 9p VAT)	Non EU orders: 55p per copy	The price per copy has been held at 50p for the last four years. The proposed change takes account of the increase in VAT from 1 January 2011 and absorbs interim increases in staffing costs over the last four years. Orders placed by personal visitors for photocopies are charged at a lower rate than orders placed by post. This recognises the fact that personal visitors identify their own documents for copying.

FEE/CHARGE	CURRENT	PROPOSED		COMMENTS
<p>7. Photocopies ordered by post</p>	<p>First copy, incl. UK postage and packing £2-50. Successive copies on same order- £1-00 per copy</p>	<p>EU orders: First copy incl UK standard postage and packing £3-00 (£2.50 + £0.50 VAT) First class postage charged additionally. Successive copies on same order – no change £1-00 (£0.83 + £0.17 VAT)</p>	<p>Non EU orders: First copy £3-00 Successive copies on same order – £1-00 Non EU postage charged at current rates</p>	<p>A differential charge for orders placed by post was introduced in April 2009. These orders are very staff intensive to deal with, involving initial assessment of the documents concerned, estimating of copying costs and the administration of the order, as opposed to a much simpler process for orders placed directly in the reading rooms, where documents for copying have already been identified by customers. The increase is proposed after a re-assessment of staff time involved in dealing with such orders and a recognition of the efforts made to achieve the best possible copy for customers.</p>
<p>8. Photocopies of wills by post- staff assisted</p>	<p>Flat rate of £4-50 per will irrespective of the number of photocopies and to include UK post and packing</p> <p>Flat rate of £5-00 for international orders to include postage</p>	<p>EU orders: Flat rate of £5-50 per will irrespective of the number of photocopies and to include UK standard post and packing</p> <p>First class postage charged additionally</p>	<p>Non-EU orders: Flat rate of £7-00 including non-EU postage</p>	<p>Increased in April 2009 and separate rate also introduced at that time for international orders.</p> <p>The proposed change takes account of a re-assessment of the average number of pages in a will and inventory and the handling involved and the increase in VAT from 1 January 2011.</p> <p>In addition to the re-assessment of sheet numbers as above, we have identified that the current fee is insufficient to cover international postage rates on bulkier orders.</p>

FEE/CHARGE	CURRENT	PROPOSED		COMMENTS
9. Express business photocopy service	£2-50 per copy for personal and postal customers, plus proportion of hourly research fee to cover staff time spent in one to one attention Postage charged additionally	Flat rate of £3-00 (£2.50 + £0.50 VAT) per copy for copies produced for personal business customers, plus proportion of hourly research fee Postage charged additionally		This service is provided for business and commercial firms and professional organisations for the immediate provision of copies of Ordnance Survey plans or other public documents for business and legal purposes. Personal business customers do require a considerable amount of one to one staff time. Postal business orders are staff intensive involving considerable time in the correct identification of site locations on maps.
10. Microform print outs : self service in reading rooms	55p- self service	60p – self service		This fee was last increased four years ago. Despite being flagged as self-service, customers frequently require help to produce good quality copies. The proposed fee also takes account of the increase in VAT.
11. Microform print-outs by post	£1-50 for first copy incl postage 85p for each additional print-out	EU orders: £1-50 (£1.25 + £0.25 VAT) for first copy 90p (75p + 15p VAT) for each additional print out First class postage charged additionally	Non-EU orders: £1-50 for first copy 90p for each additional print out Non EU postage charged additionally	This differential charge was introduced in April 2009. It takes account of the process involved in dealing with microform copying orders placed by post and email. These involve staff time in assessing, cost estimating and administration as opposed to orders placed directly by customers in the reading rooms. Increase in additional print out cost to take account of VAT and additional staff time

FEE/CHARGE	CURRENT	PROPOSED		COMMENTS
12. Computer print outs on site	10p	No change		This charge has been held in line with Library Service fees in the County and the City.
13. Reproduction of duplicate parish register microfiche	£3-25 per fiche inclusive of UK postage	EU orders No change £3-25 (£2.71 + £0.54 VAT) per fiche	Non- EU orders £3-25 per fiche plus non EU postage	Reinforcement of charges for international postage.
14. Digital (scanned) images from original documents	£10-00 for first image and £5-00 for each subsequent image	EU orders No change £10-00 (£8.33 + £1.67 VAT) for first image and £5-00 (£4.17 + £0.83 VAT) for each subsequent image	Non EU orders No change £10-00 for first image and £5-00 for each subsequent image £5-00 per image	Increased in April 2009.
Digital image from microform	£5-00 per image	£5-00 (£4.17 + £0.83 VAT)		Increased in April 2009
15. In-house Photography Charges	£25 flat fee for photography only Additional charges for images supplied , CD or email as per digital reprographics scale of charges in addition to fee above	EU customers No change £25-00 (£20.83 + £4.17 VAT)	Non EU customers No change £25-00	The flat fee reflects fully the staff time at all stages of processing the order, materials and equipment replacement costs. An additional charge has been proposed to cover the time of conservation staff on orders which require the specialist preparation and handling of documents as part of carrying out the photography order.

FEE/CHARGE	CURRENT	PROPOSED		COMMENTS
	Additional charge of £10-00 on any order involving conservation team			
16. Permit Fees for Use of Digital Camera	£5-00 daily fee £30-00 annual fee	£6-00 daily fee £40-00 annual fee		The current daily permit fee was increased in 2010. The annual fee has not been increased since its introduction in 2008. As the number of shots which can be taken on a daily or an annual permit is unlimited, both proposed fees still represent very good value for money for Archive Service users.
17. Photography on Archive Service premises	Proportion of additional staff time required to facilitate and supervise photography based on current research fee scale	No change		This charge is linked to the research fee.
18. Photographic and microfilming orders handling fee for commercial orders	Flat rate of £50-00	EU orders: No change £50-00 (£41.67 + £8.33 VAT)	Non EU orders: £50-00	The Archive Service uses the nearest archive service which offers this service and which can provide the requisite security and quality standards. However this necessitates a greater input of staff time in transporting documents for filming.

FEE/CHARGE	CURRENT	PROPOSED	COMMENTS
PUBLICATION FEES			
<p>19. Publication fees for the reproduction of documents in: exhibitions, hard copy or online publications or media broadcasting.</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: £30-00 for first item, plus £10-00 for each additional item</p> <p>Multiple commercial publication e.g. cards £50-00 for print run of up to 1000; £10-00 for each additional 1000</p> <p>Standard fee set at £150 for world wide rights for first item; £50-00 for each additional item</p> <p>Commercial DVD : £60-00 for first item: £5-00 for each additional items</p> <p>World wide web publication: £150 for first item; £50 for each additional item</p>	<p>No change</p> <p>No change</p> <p>No change</p> <p>No change</p> <p>No change</p> <p>No change</p>	<p>These fees cover the staff costs involved in checking copyrights and contacting owners of collections to obtain permission for the publication of documents. The scaling is based on the nature of the publication, the length of publication runs or the nature of network broadcasting. For fees purposes, media categories were updated in 2010 to reflect current requests for use. Broadcasting and web site publication is licensed by the Service The Service's Media Policy alerts media companies to the application of fees.</p>

FEE/CHARGE	CURRENT	PROPOSED	COMMENTS
OUTREACH SERVICES			
20. Talks to / visits by external organisations and groups	<p>£35-00 County/City £40-00 out of county</p> <p>Saturday group visits: £40</p>	<p>£40-00 County/City groups £45-00 Out of county groups</p> <p>£45-00</p>	<p>These fees were last increased in 2008. External talks and group visits are prepared and given by senior staff in the Archive Service. They are heavily subsidised in terms of staff time both for preparation and delivery but are seen as an essential form of outreach activity and community engagement. Demand is very variable in any one year. Fees may be waived for retired / disabled groups at the discretion of the Archive Service. The proposed fees are in line with the Staffordshire Arts and Museums scale of fees.</p> <p>Group visits on Saturdays require additional staffing.</p>