

**STAFFORDSHIRE AND STOKE- ON- TRENT ARCHIVE SERVICE AND HERITAGE SERVICE****REVIEW OF FEES AND CHARGES, 2023/2024**

The current fees and charges and proposed changes are set out below. The proposed new charges would apply from 1 April 2023

FEE/CHARGE	CURRENT	PROPOSED	COMMENTS
<b>RESEARCH FEES</b>			
<p><b>1. Research Fee</b>            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</p>	<p>£36 (£28.80 +£7.20 VAT) per hour to include the cost of up to 4 copies and UK/EU postage            Minimum charge            £18 ( £14.40 + £3.60 VAT) to include the cost of 2 copies and UK postage</p> <p>£24 ( £19.20 + £4.80 VAT) per hour to include the cost of up to 4 copies and UK postage for people with disabilities.</p> <p>£9 (£7.20 + £1.80 VAT)            First class postage charged additionally.            £6 for people with disabilities</p>		<p>These fees were increased in April 2022 and are held for 2023/4.</p> <p>No change proposed</p>

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<p>the standard rate.</p> <p><b>1.2 Hospital records search fee</b></p> <p>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>	£45 ( £36.00 £9.00 VAT)			No change proposed
<p><b>2. Staff Facilitation Fee</b></p> <p>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>£36 (£28.80 +£7.20 VAT)</p> <p>Minimum charge</p> <p>£18 ( £14.40 + £3.60 VAT)</p>	No change		This fee was increased in line with the research fee in 2022. No change proposed
<b>COPYING CHARGES</b>				
<p><b>3. Photocopies and microform printouts identified and ordered in reading rooms</b></p>	£1.50 (£1.24+0.26p VAT)	EU orders	Non-EU orders:	No change proposed.
<p><b>4. Photocopies and microform printouts ordered</b></p>	EU orders:	EU	Non-EU	No change proposed.

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remotely	£5.00 (£4.17 +83p VAT)  Successive copies on same order 1.50 (£1.24+0.26p VAT)	orders:	orders:	No change proposed
<b>5. Computer print outs onsite</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>6. In-house Photography Charges</b>	£36 per hour fee for photography including prints (£28.80 +£5.33 VAT)  Minimum charge £18.00 (£14.40 + £3.60 VAT)  The Staff Facilitation Fee may apply if conservation or preparation work is required in advance of the photographer carrying out the work.	No change		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. This fee was increased in 2022 and is held for2023/4
<b>7. Permit Fees for Use of Digital Camera</b>	£8 daily fee £50-00 annual fee			This fee will be held during the period of restricted access within the service.

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<p><b>8. 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: £15 for first item, plus £5 for each additional item</p> <p>Commercial publication: hard copy/exhibition/ website: £50 for first item, plus £30 for each additional item E-book rights will attract an additional £50 per order</p> <p>TV broadcast and onsite filming and world wide web publication: £250 for world-wide rights for first item; £100 for each additional item.</p> <p>Filming on site only £200 per half day.</p>	<p>£20 for the first item plus £7.50 for each additional item.</p> <p>£60 for first item, plus £35 £60 for E-book rights.</p> <p>£260 for first item, £110 for each additional item</p> <p>£260</p>	<p>The structure of these charges aims to support the local and academic research community, ensuring 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. They were last reviewed in 2020/21 and an increase is proposed for 2023/4</p>



FEE/CHARGE	CURRENT	PROPOSED	COMMENTS
	<p>packing):  Calendar of Prisoners,  Diocese of Lichfield Wills,  Police Force Register,  Quarter Sessions  Indictments.</p> <p>£4 for each transcript, and  £1 for each additional  transcript: Police  Disciplinary</p> <p>£4 for up to 10 transcripts  (UK); £4.50 (overseas)  including postage &amp;  packing: Manor of  Newcastle-under-Lyme.</p> <p>£5 for an index entry, £1 for  each additional entry:  Minton Archive</p> <p>£5 for an index entry, £1.50  for each additional entry:  Michelin.</p> <p>Estimates for copies (using  Copying Charges as per  above) are available on  request due to the  complexity and variety of  the sources:  Asylums, Illegitimacy,  Sentinel Newspaper Great  War, Sutherland.</p>		