

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

**REVIEW OF FEES AND CHARGES, 2012/2013**

The current fees and charges and proposed changes are set out below. The proposed new charges would apply from 1 April 2012.

FEE/CHARGE	CURRENT	PROPOSED		COMMENTS
<b>RESEARCH FEES</b>				
<p><b>1. Research fees</b> 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: increase</p> <p>£25-00 (£20-84 + £4-16 VAT)</p> <p>First class postage charged additionally. £15-00 for disabled people</p>	<p>Non-EU orders: increase</p> <p>£25-00</p> <p>Non EU postage charged additionally</p>	<p>The research fee was held last year and although take up is still low overall the fee is to be increased to take account of inflation and staff costs. The fee is comparable to neighbouring archive services.</p>
<p><b>2. Marriage Bond Searches</b></p>	<p>£12-00 for up to 2 searches and including provision of up to 4 copies of marriage licence records. UK postage included. Overseas postage charged at current rates.</p>	<p>EU Orders:</p> <p>£12-50 (£10.42 + £2.08 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>£12-50 for up to 2 searches including provision of 4 copies of marriage licence records. Non EU postage charged additionally</p>	<p>This fee has been increased to bring it in line with the standard research fee.</p>

<b>3. Search and supply of copy of individual's baptism / marriage entry for official purposes</b>	Successful search with copy supplied £7-50  Unsuccessful search £5-00	£8-00 for successful search and copy		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. The fee has been increased to reflect the increase in the cost of supplying photocopies by post.
<b>4. Transcription fee for documents identified in online indexes</b>	£6-50	EU orders £7-00 (£5.84 + £1.16 VAT) Includes standard UK/EU postage	Non EU orders No change £7-00  Non EU postage charged additionally	This fee was last 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 and through online promotion of new additions to the site.
<b>5. Certification fee</b>	£11-00 per document	£12-50		The certification fee is linked to the research fee and therefore is increased proportionally. Certifications are handwritten by the Head of Service and often at very short notice to meet administrative / ecclesiastical /legal requirements.
<b>COPYING CHARGES</b>				
<b>6. Photocopies identified and ordered in reading rooms</b>	55p per copy A4/A3 (B&W)	EU orders: No change 55p per copy (46p + 9p VAT) £1.10 per copy A4/A3 colour ( 92p + 18p VAT)	Non EU orders: No change 55p per copy  £1.50 per copy A4/A3 (colour)	This fee was increased last year having been held for four years previously and is therefore held this year. However with the replacement of the old photocopiers it is possible to introduce a fee for colour photocopying. The fee is comparable to that charged by other archive services and based on the cost per copy.

<p><b>7. Photocopies ordered by post</b></p>	<p>First copy, incl. UK postage and packing £3-00. Successive copies on same order- £1-00 per copy</p>	<p>EU orders: No change 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: No change First copy £3-00 Successive copies on same order – £1-00 Non EU postage charged at current rates</p>	<p>This fee was increased last year after a reassessment of staff time taken to complete the orders whilst achieving the best copy possible. It is held this year.</p>
<p><b>8. Photocopies of wills by post- staff assisted</b></p>	<p>Flat rate of £5-50 per will irrespective of the number of photocopies and to include UK post and packing</p> <p>Flat rate of £7-00 for international orders to include postage</p>	<p>EU orders: No change</p> <p>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: No change</p> <p>Flat rate of £7-00 including non-EU postage</p>	<p>This fee was increased in January 2011 to cover the reassessment of the number of pages in a will and inventory and increased handling. International fees were also increased at the same time. The fee is held this year.</p>
<p><b>9. Express business photocopy service</b></p>	<p>£3-00 per copy for personal and postal customers, plus proportion of hourly</p>	<p>Flat rate of £3-00 (£2.50 + £0.50 VAT) per copy for copies produced for personal business customers, plus proportion of hourly research</p>	<p>This fee was increased last year and is held this year.</p>	

	<p>research fee to cover staff time spent in one to one attention</p> <p>Postage charged additionally</p>	<p>fee</p> <p>Postage charged additionally</p> <p>No change</p>		
<b>10. Microform print outs : self service in reading rooms</b>	60p- self service	No change	This fee was increased last year to take account of assistance given to customer and the increase in VAT.	
<b>11. Microform print-outs by post</b>	<p>£1-50 for first copy incl postage</p> <p>90p for each additional print-out</p>	<p>EU orders:</p> <p>£2-00 (£1.67 + £0.33 VAT) for first copy</p> <p>90p (75p + 15p VAT) for each additional print out</p> <p>First class postage charged additionally</p>	<p>Non-EU orders:</p> <p>£2-00 for first copy</p> <p>90p for each additional print out</p> <p>Non EU postage charged additionally</p>	Last year this cost was increased for the additional print outs but the first copy price was held. It is proposed to increase the first copy price to £2-00 taking account of VAT increases and increased cost of staff time.
<b>12. Computer print outs on site</b>	10p	No change	This charge has been held in line with Library Service fees in the County and the City.	
<b>13. Reproduction of duplicate parish register microfiche</b>	£3-25 per fiche inclusive of UK postage	<p>EU orders</p> <p>£3-75 (£3.13 + £0.62 VAT) per fiche</p>	<p>Non- EU orders</p> <p>£3-75 per fiche plus non EU postage</p>	Preparing the orders of duplicate fiche can be time consuming and requires liaison with a commercial company. For this reason the cost has been increased.
<b>14. Digital (scanned) images from original</b>	£10-00 for first image and	EU orders	Non EU orders	

<b>documents</b>	£5-00 for each subsequent image	No change £10-00 (£8.33 + £1.67 VAT) for first image and £5-00 (£4.17 + £0.83 VAT) for each subsequent image	No change £10-00 for first image and £5-00 for each subsequent image  £5-00 per image	Increased in April 2009.
<b>Digital image from microform</b>	£5-00 per image	£5-00 (£4.17 + £0.83 VAT)		Increased in April 2009
<b>PHOTOGRAPHY FEES</b>				
<b>15. In-house Photography Charges</b>	£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  Additional charge of £10-00 on any order involving conservation team	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 was introduced 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.
<b>16. Permit Fees for Use of Digital Camera</b>	£6-00 daily fee £40-00 annual fee	£6-50 daily fee £40-00 annual fee		Both fees were increased last year. This year just the daily permit fee will be increased but as the number of shots which can be taken is unlimited it still represents good value for money.
<b>17. Photography on Archive Service premises</b>	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.

<b>18. Photographic and microfilming orders handling fee for commercial orders</b>	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.
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<b>PUBLICATION FEES</b>			
<b>19. Publication fees for the reproduction of documents in: exhibitions, hard copy or online publications or media broadcasting.</b>	Sliding scale of charges according to the nature of the publication, print run or broadcast		<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. Community and academic fees are being held to support community activity and new research.</p> <p>Recent requests have asked for the inclusion of e-book rights and so this new wrap up fee for both types of rights is introduced.</p> <p>This commercial fee is increased to reflect the staff time involved in processing such requests.</p> <p>These fees were last updated in 2010 to reflect current requests for use. Therefore they are being increased in line with inflation and increased demand on staff time to respond quickly to such requests. Broadcasting and web site publication is licensed by the Service and the Media Policy alerts media companies to the application of fees.</p>
	Community /academic journal publication/ website/ exhibition/ DVD: £10-00 for first item, plus £5-00 for each additional item	No change	
	Commercial publication: hard copy/exhibition/ website: £30-00 for first item, plus £10-00 for each additional item	<b>New fee</b> E-book rights £50-00 for first item and £20-00 for each additional item as a wrap up fee for both hard copy and e-book rights	
	Multiple commercial publication e.g. cards £50-00 for print run of up to 1000; £10-00 for each additional 1000	£60-00 for print run of up to a 1000	
	Standard fee set at £150 for world wide rights for first item; £50-00 for each additional item	£160 for first item; £60 for each additional item	
	Commercial DVD : £60-00 for first item: £5-00 for each additional items	£65-00 for first item; £6-00 for additional items	
	World wide web publication: £150 for first item; £50 for each additional item	£160-00 for first item; £60 for additional item	

OUTREACH SERVICES			
<p data-bbox="91 173 517 237"><b>20. Talks to / visits by external organisations and groups</b></p> <p data-bbox="91 979 582 1043"><b>21. Use of meeting room (LARC) at Staffordshire Record Office</b></p>	<p data-bbox="725 173 999 237">£40-00 County/City £45-00 out of county</p> <p data-bbox="725 480 1014 541">Saturday group visits: £45-00</p>	<p data-bbox="1131 173 1505 237">£40-00 County/City groups £45-00 Out of county groups</p> <p data-bbox="1131 719 1583 948"><b>New fees</b> (£5 extra for out of county groups) £45-00 group visit including tour of strongrooms £50-00 group visit including tour of strongroom and also visit to conservation workshop</p> <p data-bbox="1131 1023 1413 1051">Per four hour session</p> <p data-bbox="1131 1091 1565 1222">£20 SCC meetings, adult education, local history and other societies, non-profit making local organisations or individuals</p> <p data-bbox="1131 1262 1491 1291">£58 commercial companies</p>	<p data-bbox="1612 173 2175 679">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. Group visits on Saturdays require additional staffing.</p> <p data-bbox="1612 719 2175 914">These new fees are being introduced in response to customer demand and to help attract new audiences. The increase is proportionate to the amount of staff required and time to deliver additional activities.</p> <p data-bbox="1612 1023 2175 1118">This new offer matches the Library service room hire charges and will enable fuller use of this room.</p>