

STAFFORDSHIRE AND STOKE- ON- TRENT ARCHIVE SERVICE

REVIEW OF FEES AND CHARGES, 2013/2014

The current fees and charges and proposed changes are set out below. The proposed new charges would apply from 1 April 2013.

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>£25-00 per hour to include the cost of up to 4 copies and UK/EU postage</p> <p>Minimum charge- £12-50 to include the cost of 2 copies and UK postage</p> <p>£17.00 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.</p> <p>£17-00 for disabled people</p> <p>No change</p>	<p>Non-EU orders: increase</p> <p>£25-00</p> <p>Non EU postage charged additionally</p> <p>No change</p>	<p>Take up is still low so the fee is held this year. The fee is comparable to neighbouring archive services.</p>
<p>2. Marriage Bond Searches</p>	<p>£12-50 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</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 is set in line with the standard research fee.</p> <p>No change</p>

		additionally.		
3. Search and supply of copy of individual's baptism / marriage entry for official purposes	Successful search with copy supplied £8.00 Unsuccessful search £5-00	No change		The fee was increased last year.
4. Transcription fee for documents identified in online indexes	£7.00	EU orders No change £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 increased last year.
5. Certification fee	£12-50 per document	No change		The certification fee is linked to the research fee and was increased last year. 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	55p per copy A4/A3 (B&W)	EU orders: 60p per copy (50p + 10p VAT) £1.50 per copy A4/A3 colour (£1.25 + 25p VAT)	Non EU orders: 60p per copy £1.50 per copy A4/A3 (colour)	This fee was increased in 2010 and held last year. It is being increased this year to bring it in line with the charge for prints from microfiche.
7. Photocopies ordered by post	First copy, incl. UK postage and packing £3-00. Successive copies on same order- £1-00 per copy	EU orders: No change First copy incl UK standard postage and packing £3-00	Non EU orders: No change First copy £3-00 Successive copies on same order –	This is held this year having been increased in 2010.

		(£2.50 + £0.50 VAT) First class postage charged additionally. Successive copies on same order – no change £1-00 (£0.83 + £0.17 VAT)	£1-00 Non EU postage charged at current rates	
8. Photocopies of wills by post- staff assisted	Flat rate of £5-50 per will irrespective of the number of photocopies and to include UK post and packing Flat rate of £7-00 for international orders to include postage	EU orders: No change Flat rate of £5-50 per will irrespective of the number of photocopies and to include UK standard post and packing First class postage charged additionally	Non-EU orders: £7.50 Flat rate of £7-50 including non-EU postage	The fee was last increased in Jan 2011. The fee is being increased for non-EU orders as postage costs have increased.
9. Express business photocopy service	£3-00 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	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 Proposed to withdraw it.		This service is rarely used as business customers are not always easy to identify. The postal copy service now reflects staff time and it is therefore proposed to withdraw this fee and apply the postal fee to private and business customers alike.

	additionally			
10. Microform print outs : self service in reading rooms	60p- self service	No change		This fee was increased in 2010 to take account of assistance given to customer and the increase in VAT. It is held this year to keep it in line with photocopies.
11. Microform print-outs by post	£2-00 for first copy incl postage 90p for each additional print-out	EU orders: £2-00 (£1.67 + £0.33 VAT) for first copy £1-00 (83p + 17p VAT) for each additional print out First class postage charged additionally	Non-EU orders: £2-00 for first copy £1.00 for each additional print out Non EU postage charged additionally	Last year the first copy price was increased. This year it is proposed to increase the additional print cost.
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	£3-75 per fiche inclusive of UK postage	EU orders No change £3-75 (£3.13 + £0.62 VAT) per fiche	Non- EU orders No change £3-75 per fiche plus non EU postage	The cost for this service will be held but its provision will be reviewed in light of plans to digitise parish registers and withdrawn once the registers are live on a commercial site.
14. Digital (scanned) images from original documents	£10-00 for first image and £5-00 for each subsequent image	EU orders £3-00 per image (£2.50 50p VAT)	Non EU orders £3-00 per image (£2.50 50p VAT)	The scanning and photography charges have been in place since 2009 and have been reviewed in light of the new photocopiers which allow basic scanning to be performed by reading room staff.

<p>Digital image from microform</p>	<p>£5-00 per image</p>	<p>Remove service</p>	<p>Remove service</p>	<p>More complex scanning and manipulation will be covered by the photography service.</p> <p>This service has had limited take up and requires an annual software licence to be paid each year (£150). In view of the digitisation of parish registers it is proposed to remove it from April 2013 and not renew the software licence.</p>
<p>15. In-house Photography Charges</p>	<p>£25 flat fee for photography only</p> <p>Additional charge of £12-50 per half hour on any order involving conservation team</p>	<p>EU customers</p> <p>No change £25-00 (£20.83 + £4.17 VAT)</p>	<p>Non EU customers</p> <p>No change £25-00</p>	<p>A reassessment of the photography service has been carried out comparing it to other services. It was felt that the pricing structure was complex and did not reflect the time taken to complete orders compared to materials. Therefore it has been changed to charge for time only including materials/images within this as many are supplied electronically. This offers better value and will hopefully lead to more enquiries for the service translating into orders.</p>
<p>16. Permit Fees for Use of Digital Camera</p>	<p>£6-50 daily fee £40-00 annual fee</p>	<p>£7-00 daily fee £50-00 annual fee</p>		<p>Last year just the daily permit fee was increased but as the number of shots which can be taken is unlimited it has been decided to increase both fees again. This is to offset declining photocopier income.</p>
<p>17. Photography on Archive Service premises</p>	<p>Proportion of additional staff time required to facilitate and supervise photography based on current research fee scale</p>	<p>No change</p>		<p>This charge is linked to the research fee.</p>

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.
PUBLICATION FEES- see over				

<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>Commercial publication: hard copy/exhibition/ website and 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</p> <p>Multiple commercial publication e.g. cards £60-00 for print run of up to 1000; £10-00 for each additional 1000</p> <p>TV broadcast and onsite filming: standard fee set at £160 for world wide rights for first item; £60-00 for each additional item. Filming on site only £160 per half day.</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. Community and academic fees are being held to support community activity and new research.</p> <p>These fees were increased last year and are held this year.</p> <p>This fee has been clarified to cover onsite filming only.</p>
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