

**STAFFORDSHIRE AND STOKE- ON- TRENT ARCHIVE SERVICE****REVIEW OF FEES AND CHARGES, 2014/2015**

The current fees and charges and proposed changes are set out below. The proposed new charges would apply from 1 April 2014.

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><b>1.1 Quick research fee</b> A 15 minute look up of a single item in a record e.g. electoral register, parish register or other records and a single copy of an entry where applicable. This does not include searching catalogues.</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>New charge</p>	<p>EU orders: increase</p> <p>£25-00 (£20-84 + £4-16 VAT)</p> <p>First class postage charged additionally. £17-00 for disabled people</p> <p>No change</p> <p>£6.25 (£5.21 + £1.04 VAT) First class postage charged additionally. £4 for disabled people.</p>	<p>Non-EU orders: increase</p> <p>£25-00</p> <p>Non EU postage charged additionally</p> <p>No change</p> <p>£6.25</p>	<p>The fee is comparable to neighbouring archive services and so is held another year as demand is still low.</p> <p>A comparison of neighbouring archive service has shown that several have introduced a short research look up charge to enable requests for single entries to be dealt with and encourage some income where an enquirer is reluctant to place an order for an hour of research. Confirming the availability of records from the catalogues will still be provided free of charge.</p>
<b>2. Marriage Bond Searches</b>	£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.	EU Orders:  £12-50 (£10.42 + £2.08 VAT) for up to 2	Non-EU orders:  £12-50 for up to 2 searches including	This fee is set in line with the standard research fee and has been amended to offer a search for a single entry.

		searches and including provision of up to 4 copies of marriage licence records. Standard UK/EU postage included. First class postage charged additionally.	provision of 4 copies of marriage licence records. Non EU postage charged additionally	
	Addition of service to carry out a single search.	£6.25 (£5.21 + £1.04 VAT) and provision of single copy. First class postage charged additionally.	£6.25 (£5.21 + £1.04 VAT) and provision of single copy. First class postage charged additionally.	
<b>3. Search and supply of copy of individual's baptism / marriage entry for official purposes</b>	Successful search with copy supplied £8.00  Unsuccessful search £5-00	No change		The fee was increased in 2011 and is held this year.
<b>4. Transcription fee for documents identified in online indexes</b>	£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 in 2011 and is held this year.
<b>5. Certification fee</b>	£12-50 per document	No change		The certification fee is linked to the research fee. 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>	60p per copy A4/A3 (B&W)	EU orders: No change 60p per copy (50p + 10p VAT) £1.50 per copy A4/A3 colour ( £1.25 + 25p VAT)	Non EU orders: No change 60p per copy  £1.50 per copy A4/A3 (colour)	This fee was increased in 2012 and is held this year.
	<b>CURRENT</b>	<b>PROPOSED</b>		<b>COMMENTS</b>
<b>7. Photocopies ordered by post</b>	First copy, incl. UK postage and packing £3-00. Successive copies on same order- £1-00 per copy	EU orders: First copy incl UK standard postage and packing £3-50 (£2.92 + £0.58 VAT) First class postage charged additionally. Successive copies on same order – no change £1-00 (£0.83 + £0.17 VAT)	Non EU orders: First copy £3-50 Successive copies on same order – £1-00 Non EU postage charged at current rates	The charge for the first copy is being increased to take account of increasing postage costs. The successive copy charge is held this year.
<b>8. Photocopies of wills by post- staff assisted</b>	Flat rate of £5-50 per will irrespective of the number of photocopies and to include UK post and packing	EU orders: No change Flat rate of £5-50 per will irrespective of the number of	Non-EU orders: No change Flat rate of £7-50 including non-EU postage	The UK fee was last increased in Jan 2011. The fee was increased for non-EU orders in 2012.

	Flat rate of £7-50 for international orders to include postage	photocopies and to include UK standard post and packing  First class postage charged additionally		
<b>9. Microform print outs : self service in reading rooms</b>	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.
<b>10. Microform print-outs by post</b>	£2-00 for first copy incl postage £1.00 for each additional print-out	EU orders: £3-50 (£2.08 + £0.42 VAT) for first copy £1-00 (83p + 17p VAT) for each additional print out  First class postage charged additionally	Non-EU orders: £3-50 for first copy £1.00 for each additional print out  Non EU postage charged additionally	The first copy price was last increased in 2011 and so is increased this year to account for increasing postal costs. The additional print cost is held.
<b>11. 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>12. Reproduction of duplicate parish register microfiche</b>	£3-75 per fiche inclusive of UK postage	Withdraw	Withdraw	The digitisation contract has been signed with estimated go live date of Summer 2014. It is proposed to withdraw the duplicate fiche service from 1 April 2014.

<b>13. Digital (scanned) images from original documents</b>	£3.00 per 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 were substantially reviewed in 2012.
<b>14. In-house Photography Charges</b>	£25 per hour fee for photography including prints  Additional charge of £12-50 per half hour 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 scanning and photography charges were substantially reviewed in 2012.
<b>15. Permit Fees for Use of Digital Camera</b>	£7-00 daily fee £50-00 annual fee	£7-00 daily fee £50-00 annual fee  No change	The daily and annual fees were increased in 2012. The fees are held this year.	
<b>16. 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>17. 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.
<b>PUBLICATION FEES- see over</b>				

<p><b>18. 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: £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 are held for this year.</p> <p>These fees were increased in 2011 and are held this year.</p>
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	<p>Commercial DVD : £60-00 for first item: £5-00 for each additional items</p> <p>World wide web publication: £160 for first item; £60 for each additional item</p>	No change	
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<b>OUTREACH SERVICES</b>	<b>CURRENT</b>	<b>PROPOSED</b>	<b>COMMENTS</b>
<p><b>19. Talks to / visits by external organisations and groups</b></p>	<p>£40-00 County/City £45-00 out of county</p> <p>Saturday group visits: £45-00</p>	<p>£45-00 County/City groups £50-00 Out of county groups</p> <p>Saturday group visits: £50-00</p> <p>(£5 extra for out of county groups) £50-00 group visit including tour of strongrooms £55-00 group visit including tour of strongroom and also visit to conservation workshop</p> <p>Per four hour session</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>These fees were last increased in 2008. Comparison with other Archive Services shows that most charge a higher fee than Staffordshire.</p> <p>Fees may be waived for retired / disabled groups at the discretion of the Archive Service. The proposed fees are in line with the County Museum scale of fees. Group visits on Saturdays require additional staffing.</p>
<p><b>20. Use of meeting room (LARC) at Staffordshire Record Office</b></p>			