

STAFFORDSHIRE AND STOKE- ON- TRENT ARCHIVE SERVICE**REVIEW OF FEES AND CHARGES, 2015/2016**

The current fees and charges and proposed changes are set out below. The proposed new charges would apply from 1 April 2015.

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>1.1 Quick research fee 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>1.2 Hospital records search fee 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>	<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>£6.25 (£5.21 + £1.04 VAT) First class postage charged additionally. £4 for disabled people.</p>	<p>EU orders: increase</p> <p>£26-00 (£21-60 + £4-40 VAT)</p> <p>First class postage charged additionally. £17-50 for disabled people</p> <p>£6.50 (£5.41 + £1.09 VAT) First class postage charged additionally. £4 for disabled people.</p> <p>£26-00 (£21-60 + £4-40 VAT) plus £6.50 (£5.41 + £1.09 VAT) search fee</p>	<p>Non-EU orders: increase</p> <p>£26-00</p> <p>Non EU postage charged additionally</p> <p>£6.50</p>	<p>This fee has been held for three years in view of the economic downturn. However an increase of £1 is proposed to ensure the fee keeps pace with other services and covers staff costs. Several other charges are based on this fee and therefore they are increased.</p> <p>This service was introduced last year 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 is still provided free of charge. It goes up in line with the research fee.</p>

FEE/CHARGE	CURRENT	PROPOSED		COMMENTS
2. Marriage Bond Searches	<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>Single search £6.25 (£5.21 + £1.04 VAT) and provision of single copy. First class postage charged additionally.</p>	<p>EU Orders:</p> <p>£13-00 (£10.83 + £2.17 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>£6.50 (£5.41 + £1.09 VAT) and provision of single copy. First class postage charged additionally.</p>	<p>Non-EU orders:</p> <p>£13-00 for up to 2 searches including provision of 4 copies of marriage licence records. Non EU postage charged additionally</p> <p>£6.50 (£5.41 + £1.09 VAT) and provision of single copy. First class postage charged additionally.</p>	<p>This fee is set in line with the standard research fee.</p>
3. Search and supply of copy of individual's baptism / marriage entry for official purposes	<p>Successful search with copy supplied £8.00</p> <p>Unsuccessful search £5-00</p>	<p>Successful search with copy supplied £10.00 (£6.50+£3.50)</p> <p>Unsuccessful search £6-50</p>		<p>This fee was last increased in 2011 and goes up in line with the research fee increase.</p>
4. Transcription fee for documents identified in online indexes	<p>£7.00</p>	<p>EU orders No change £7-00 (£5.84 + £1.16 VAT) Includes</p>	<p>Non EU orders No change £7-00</p> <p>Non EU postage charged</p>	<p>This fee was last increased in 2011 and covers a range of sources which are copied or transcribed from the Staffordshire Name Indexes website.</p>

FEE/CHARGE	CURRENT	PROPOSED		COMMENTS
		standard UK/EU postage	additionally	
5. Certification fee	£12-50 per document	£13-00		The certification fee is linked to the research fee and therefore goes up. 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	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.
7. Photocopies ordered by post	First copy, incl. UK postage and packing £3-50 (£2.92 + £0.58 VAT) Successive copies on same order- 1-00 (£0.83 + £0.17 VAT) 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/scan £3-50 Successive colour copies/scans on same order – £1-50 Successive B&W copies £1-00 Non EU postage charged at current rates	The charges were increased last year and are held this year. However the charge for scans under section 12 are to be brought together as the same process is followed and this streamlines the service. Copies will be sent by email where possible to reduce administration time, postage costs and speed up the fulfilment of orders.

FEE/CHARGE	CURRENT	PROPOSED		COMMENTS
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 £7-50 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: 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. This fee will be held this year but it is noted that the wills will be digitised in 2015.
9. 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
10. Microform print-outs by post	£3-50 (£2.08 + £0.42 VAT) for first copy £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 increased last year is held along with the additional print cost.
11. 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.

FEE/CHARGE	CURRENT	PROPOSED		COMMENTS
12. Digital (scanned) images from original documents	£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 scanned image costs are now aligned with the photocopy charges under section 7. The service is carried out on the same multi-functional device and only delivery to the customer is different. It is proposed to remove this separate charge to simplify the fees and charges.
13. In-house Photography Charges	£25 per hour fee for photography including prints Additional charge of £12-50 per half hour on any order involving conservation team	EU customers £26-00 (£21-60 + £4-40 VAT) £13-00 (£10.83 + £2.17 VAT) per half hour	Non EU customers £26-00 (£21-60 + £4-40 VAT)	The scanning and photography charges were substantially reviewed in 2012. The fee goes up in line with the research fee.
14. Permit Fees for Use of Digital Camera	£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.
15. 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.
16. 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
<p>17. 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>£35-00 for first item, plus £15-00 for each additional item</p> <p>Commercial publication: hard copy/exhibition/ website and e-book rights £60-00 for first item and £25-00 for each additional item as a wrap up fee for both hard copy and e-book rights</p> <p>This category of charge is rarely used and it is proposed to use the above commercial fees and remove this to simplify the charging scheme.</p> <p>£170 for world wide rights for first item; £65-00 for each additional item. Filming on site only £170 per half day.</p>	<p>These fees are held for this year.</p> <p>These fees were last increased in 2011 and are increased for commercial use this year.</p> <p>Again these fees are increased for commercial use.</p>

FEE/CHARGE	CURRENT	PROPOSED	COMMENTS
	<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>	<p>It is proposed to charge the same fee as for commercial publications and remove this category to simplify the charging scheme.</p> <p>As above it is proposed to use the above fees and remove this category.</p>	

OUTREACH SERVICES	CURRENT	PROPOSED	COMMENTS
<p>18. Talks to / visits by external organisations and groups</p>	<p>£45-00 County/City £50-00 out of county</p> <p>Saturday group visits: £50-00</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>These fees were last increased in 2013 and at the recommendation of the JAC travel expenses for out of county talks were added on. They are held this year.</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>19. Use of meeting room (LARC) at Staffordshire Record Office</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>	