

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

**REVIEW OF FEES AND CHARGES, 2017/2018**

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   |
|---|---|--|--|
| <b>RESEARCH FEES</b>  |   |  |  |
| <p><b>1. Research fees</b><br/>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><br/>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.<br/>This does not include searching catalogues.</p> <p><b>1.2 Hospital records search fee</b><br/>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>£28-00<br/>(£23-33 + £4-67 VAT)<br/>per hour to include the cost of up to 4 copies and UK/EU postage</p> <p>Minimum charge- £14-00 to include the cost of 2 copies and UK postage</p> <p>£19-00 per hour to include the cost of up to 4 copies and UK postage for people with disabilities.</p> <p>£7.00 (£5.83 + £1.17 VAT)<br/>First class postage charged additionally.<br/>£4-70 for people with disabilities</p> <p>£28-00<br/>(£23-33 + £4-67 VAT) plus<br/>£7.00 (£5.83 + £1.17 VAT)<br/>search fee</p> | <p>EU orders:<br/>No change</p> <p>Non-EU orders:<br/>No change</p> <p>Non EU postage charged additionally</p> | <p>This fee was increased last year and so is held this time.</p> <p>This service was introduced 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 is held in line with the research fee.</p> |

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|--|---|-----------------------------|----------------------------|---|
| <b>2. Marriage Bond Searches</b>   | £14-00<br>(£11.66 + £2.34 VAT) 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. First class postage charged additionally<br><br>Single search<br>£7.00 (£5.83 + £1.17 VAT) and provision of single copy. First class postage charged additionally. | EU Orders:<br><br>No change | Non-EU orders:             | This fee is set in line with the standard research fee.   |
| <b>3. Search and supply of copy of individual's baptism / marriage entry for official purposes</b> | Successful search with copy supplied<br>£10.50 (£7.00+£3.50)<br><br>Unsuccessful search<br>£7.00 (£5.83 + £1.17 VAT)  | No change                   |                            | This fee is set in line with research fees and copying charges.   |
| <b>4. Transcription fee for documents identified in online indexes</b>                             | £7-00<br>(£5.84 + £1.16 VAT)<br>Includes standard UK/EU postage   | EU orders<br>No change      | Non EU orders<br>No change | This fee covers a range of sources which are copied or transcribed from the Staffordshire Name Indexes website. It is held in line with research fees this year.  |
| <b>5. Certification fee</b>  | £14-00per document  | No change                   |                            | The certification fee is linked to the research fee and is held this year. Certifications are hand-written by the Head of Service and often at very short notice to meet administrative / ecclesiastical /legal requirements. |

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|---|--|--|---|--|
| <b>COPYING CHARGES</b>  |  |  |   |  |
| <b>6. Photocopies identified and ordered in reading rooms</b> | 60p per copy A4/A3 (B&W)<br><br>£1.50 per copy A4/A3 colour<br>( £1.25 + 25p VAT)  | <b>EU orders:</b><br><b>75p (62p+13p VAT)</b><br><br>£1.50 per copy A4/A3 colour ( £1.25 + 25p VAT)  | <b>Non EU orders:</b><br><b>75p (62p+13p VAT)</b><br><br>£1.50 per copy A4/A3 colour ( £1.25 + 25p VAT)   | This fee was last changed in 2012 and is increased this year.  |
| <b>7. Photocopies ordered by post</b>                         | First copy, incl. UK postage and packing<br>£3-50<br>(£2.92 + £0.58 VAT)<br><br>First class postage charged additionally.<br><br>Successive copies on same order-<br>1-00<br>(£0.83 + £0.17 VAT)<br>per copy | <b>EU orders:</b><br><b>£4-00</b><br><b>(£3.33 + £0.67 VAT)</b><br><br><b>First class postage charged additionally.</b><br><br><b>Successive copies on same order- 1-50</b><br><b>(£1.25 + £0.25 VAT)</b><br><b>per copy</b> | <b>Non EU orders:</b><br><b>£4-00</b><br><b>(£3.33 + £0.67 VAT)</b><br><br><b>First class postage charged additionally.</b><br><br><b>Successive copies on same order- 1-50</b><br><b>(£1.25 + £0.25 VAT)</b><br><b>per copy</b><br><br>Non EU postage charged at current rates | The charges were last changed in 2013 and aligned with the charge for scans as the two services were brought together. They are increased this year. |
| <b>8. Photocopies of wills by post- staff assisted</b>        | Flat rate of £7-00 per will to include UK standard post and packing<br><br>Flat rate of £7-50 including non-EU postage   | <b>EU orders:</b><br>No change<br><br>First class postage charged additionally   | <b>Non-EU orders:</b><br>No change  | This fee was increased in April 2016.  |
| <b>9. Microform print outs : self service in</b>              | 60p- self service  | <b>75p (62p+13p VAT)</b>   |   | This fee was last increased in 2010 and  |

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|---|---|---|--|--|
| reading rooms                           |   |   |  | goes up in line with photocopy charges.  |
| <b>10. Microform print-outs by post</b> | £3-50 (£2.08 + £0.42 VAT) for first copy<br>£1.00 for each additional print-out<br>First class postage charged additionally<br>Non EU postage charged additionally                    | EU orders:<br><b>£4-00</b><br><b>(£3.33 + £0.67 VAT)</b><br><br><b>First class postage charged additionally.</b><br><br><b>Successive copies on same order- 1-50</b><br><b>(£1.25 + £0.25 VAT)</b><br><b>per copy</b> | Non-EU orders:<br><b>£4-00</b><br><b>(£3.33 + £0.67 VAT)</b><br><br><b>First class postage charged additionally.</b><br><br><b>Successive copies on same order- 1-50</b><br><b>(£1.25 + £0.25 VAT)</b><br><b>per copy</b><br><br>Non EU postage charged at current rates | This fee was last increased in April 2015 and goes up in line with photocopy charges.  |
| <b>11. Computer print outs on site</b>  | 10p   | No change   |  | This charge is held in line with Library Service fees in the County and the City and will increase in line with any changes made by the Library Service. |
| <b>12. In-house Photography Charges</b> | £28 per hour fee for photography including prints (£23-33 + £4-67 VAT)<br><br>Additional charge of £14-00 per half hour on any order involving conservation team (£11.66 + £2.34 VAT) | EU customers<br><br>No change   | Non EU customers<br><br>No change  | This charge was last increased in April 2016 in line with the research fees.   |

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| <b>13. Permit Fees for Use of Digital Camera</b>                                   | £7-00 daily fee<br>£50-00 annual fee   | £7-50 daily fee             |                              | The daily and annual fees were last reviewed in 2012. The daily fee is increased this year.   |
| <b>14. 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>15. Photographic and microfilming orders handling fee for commercial orders</b> | Flat rate of £50-00<br>£50-00 (£41.67 + £8.33 VAT)   | EU orders:<br><br>No change | Non EU orders:<br><br>£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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|---|---|--|--|
| <p><b>16. 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: £40-00 for first item, plus £20-00 for each additional item</p> <p>Commercial publication: hard copy/exhibition/ website and e-book rights £70-00 for first item and £35-00 for each additional item as a wrap up fee for both hard copy and e-book rights</p> <p>TV broadcast and onsite filming and world wide web publication: £180 for world-wide rights for first item; £75-00 for each additional item. Filming on site only £180 per half day.</p> | <p>No change</p> <p>£45-00 for first item, plus £25-00 for each additional item<br/>Commercial publication: hard copy/exhibition/ website and e-book rights £80-00 for first item and £40-00 for each additional item as a wrap up fee for both hard copy and e-book rights</p> <p>£200 for world-wide rights for first item; £80-00 for each additional item. Filming on site only £180 per half day.</p> | <p>These fees are held for this year to support local and community historians/groups.</p> <p>These fees were last increased in 2016 and are increased for commercial use this year.</p> <p>Again these fees are increased for commercial use. Meeting film company deadlines and supervising filming takes a lot of staff time.</p> |

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|--|--|-----------------------------------|---|
| <b>OUTREACH SERVICES</b>   |  |                                   |   |
| <b>17. Talks to / visits by external organisations and groups</b>    | <p>£50-00 County/City<br/>£55-00 out of county</p> <p>Saturday group visits:<br/>£55-00</p> <p>(£5 extra for out of county groups)<br/>£55-00 group visit including tour of strongrooms<br/>£60 -00 group visit including tour of strongroom and also visit to conservation workshop</p> | <p>No change</p> <p>No change</p> | <p>These fees were last increased in 2016 and at the recommendation of the JAC in 2013 include travel expenses for out of county talks. The fees 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> |
| <b>18. Use of meeting room (LARC) at Staffordshire Record Office</b> | <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>No change</p>                  |   |