

# Herefordshire Archive Service Charges 2024 – 2025



Service		Charge (including VAT)
<b>Searchroom</b>	A4 Photocopy – archive b/w	50p
	A4 Photocopy – archive colour	£1.00
	A3 Photocopy – archive b/w	£1.00
	A4 Photocopy – archive colour	£2.00
	A4 Photocopy – book b/w	10p
	A4 Photocopy – book colour	40p
	A3 Photocopy – book b/w	40p
	A3 Photocopy – book colour	80p
	PC print out – b/w	10p
	PC print out - colour	40p
	Microprint	35p
<b>Permits</b>	Photography permit per day	£6.00
	Photography permit per week	£18.00
	Annual photography permit	£60.00
	USB for microfilm copies per day	£3.60
	USB for microfilm copies per week	£12.00
	Annual USB permit	£60.00
	Joint USB photography permit per week	£18.00
	Joint annual USB photography permit	£90.00
<b>Research service</b>	Research per half hour – standard	£18.00
	Research per half hour – commercial client	£20.00
	Photocopies charged as above in addition	
	Digital copies plus research rate	£3.60
	Probate copies from microfilm (4 for 3)	£12.00
<b>Talks</b>	Standard talk	£60.00
	Bespoke talk	£90.00
	Group tour of HARC day time	£60.00
	Group tour of HARC evening	£72.00
	Group tour of HARC with tailored document display day time	£60.00
	Group tour of HARC with tailored document display evening	£72.00
	Workshops per head	£9.60
	(Please note: craft workshops have variable course fees)	

<b>Education sessions</b>	Half day session in Learning room for school group – set session	£84
	Half day session in Learning room for school group – bespoke session	£108.00
	Half day session at school – set session	£70.00
	Half day session at school group – bespoke session	£90.00
<b>Hire of rooms</b>	Please see rooms for hire on Herefordshire Council website: - <a href="https://www.herefordshire.gov.uk/harc-for-hire">https://www.herefordshire.gov.uk/harc-for-hire</a>	
<b>Reproduction fees</b>	Local not for profit publication per publication	£12.00
	Local commercial publication per image	£12.00
	National commercial publication per image	£60.00
	TV – one UK or one country transmission	£90.00
	Each repeat	£45.60
	Cable or satellite only unlimited	£144.00
	Other arrangements by negotiation	
<b>Conservation/ preservation fees</b>	Conservation/ preservation advice – per hour	£36.00
	Preservation (dry cleaning, boxes, enclosures)	£36.00
	Conservation treatment (paper, book, and parchment treatments, tape removal)	£48.00
	Consultancy (collection surveys and management plans, condition reports, pest and environmental surveys)	£60.00