

Herefordshire Archive Service Charges 2022-2023



	Service	Charge (including VAT)
Searchroom	A4 Photocopy – archive b/w	50p
	A4 Photocopy – archive colour	£1.00
	A3 Photocopy – archive b/w	£1.00
	A3 Photocopy – archive colour	£2.00
	A4 Photocopy – book b/w	10p
	A4 Photocopy – book colour	40p
	A3 Photocopy – book b/w	40p
	A4 Photocopy – book colour	80p
	Computer printout – b/w	10p
	PC printout - colour	40p
	Microfilm print	35p
Permits	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
Research Service	Research per half hour	£18.00
	Photocopies charged as above in addition	
	Digital copies plus research rate	£3.60
	Probate copies from microfilm (4 for 3)	£14.40
	Probate copies from original (4 for 3)	£24.00
Talks	Standard talk	£60.00
	Bespoke talk	£90.00
	Tour of HARC - daytime	£60.00
	Tour of HARC - evening	£72.00
	Tour of HARC with tailored document display - daytime	£60.00
	Tour of HARC with tailored document display - evening	£72.00
	Workshops per head	£9.60
	(Please note: craft workshops have variable course fees)	

	Service	Charge (including VAT)
Education Sessions	Half day session in Jim Tonkin Room for school group – set session	£84.00
	Half day session in Jim Tonkin Room for school group – bespoke session	£108.00
	Half day session at school – set session	£84.00
	Half day session at school – bespoke session	£108.00
Hire of Rooms	Please see rooms for hire on Herefordshire Council website:- https://www.herefordshire.gov.uk/harc-for-hire	
Reproduction Fees	Local not for profit publication – per image	£12.00
	Local commercial publication per image	£12.00
	National commercial – 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	
Conservation / Preservation Fees	Conservation / preservation advice – per hour	£36.00
	Preservation (dry cleaning, boxes, enclosures) – per hour	£36.00
	Conservation treatment (paper, book and parchment treatments, tape removal) – per hour	£48.00
	Consultancy (collection surveys and management plans, condition reports, pest and environmental surveys) – per hour	£60.00