

CUMBRIA ARCHIVE SERVICE



Fees and Charges with effect from 1 May 2019

Photocopies/scans for visiting researchers

Archives, printed/secondary sources and Ordnance Survey maps

A4	30p
A3	40p
School rate	20p

Printouts from reader printers

A4 printouts from reader printers	65p
A3 printouts from reader printers (where available)	80p

Printouts from digital microfilm scanners

A4 printouts black and white	10p
A4 printouts colour	20p

Scanning

Standard scans provided by searchroom staff for 5 minutes work/10 scans (including emailing to researcher's email account)	£5
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This service covers work which does not require specialist digitisation: large/fragile/complex documents or larger/complex jobs will be referred to specialist Digitisation Service

Digital camera fees (for people using their own cameras, without flash)

1 session licence	£5.00
2 session licence	£9.00
5 session licence	£22.00
10 session licence	£39.00
Annual business licence	£161.00

Pencils (where sold)

30p each

Copying orders placed by post / e-mail / telephone

Orders placed remotely are subject to an additional processing fee due to staff time incurred

Processing fee	£50.00 per hour (pro rata) £12.50 minimum charge
Photocopying / printing / scanning charges Postage:	As above (free UK, overseas at Royal Mail rates)
Digitisation Service <i>High resolution images suitable for publication or exhibition. Most large format and fragile items can only be copied using this service. Please submit an enquiry to receive a quote.</i>	£50.00 per hour (pro rata) £25.00 Minimum charge

Talks to groups (cost per session/talk)

At the Archive Centres	£30
Outside venues	£60
Commercial groups	£100

Publication, Exhibition and Commercial Re-use fees

Separate table of fees available: see
www.cumbria.gov.uk/eLibrary/view.asp?ID=51587

Publications

See online shop: www.cumbria.gov.uk/archives/onlineshop/default.asp