

**From 1 April 2024, the following charges will apply**

**Self service computer and microfiche/film prints**

20p (B&W A4)  
50p (Colour A4)  
40p (B&W A3)  
£1 (Colour A3)

**Self service with own camera**

Day pass £13  
Weekly pass £30

**Copies by Archives staff**

**(Choose from digital image on CD, via email, or hard copy A4 or A3). Images apply to staff time taken to produce copies.**

15 minutes £14  
30 minutes £23  
1 hour £33  
Postage and handling (UK - overseas at extra cost) £6  
Bulk or commercial orders/fragile documents Quote given on request

**Certified copies**

**(Add research fee where exact reference not provided)**

Anglican & non-conformist christenings, burials and pre-1837 marriages £18  
Post-1837 marriages £11  
School extracts, e.g. admission register entries £11  
Magistrates courts extracts £11  
Postage and handling (UK, overseas at cost) £6  
Other certified copies See reprographic copy prices

**Enquiries and Research Service**

Enquiries relating to use of service Free  
Enquiries that require searching of catalogues and indexes Research fee applies  
Research OR 1-1 consultation per 15 minutes £14  
Research OR 1-1 consultation per 30 minutes £22  
Research OR 1-1 consultation per hour £33  
Assisted research (personal assistance in archive searchroom) per hour £33  
Provision of professional advice by a qualified conservator or archivist £33  
Translation or transcription of archival documents per hour £50 per hour + mileage @ 45p per mile  
£50 per hour

**Commercial research orders**

Quote given on request

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## Talks & Workshops

Scheduled talks and workshops per person	£5
Onsite or online bespoke workshops	
3 hours	£140
6 hours	£199
Group onsite talks. Choose from our range including Introduction to Archives, source or thematic based (90 minutes)	£75
Talks at external venues (up to 15 people)	£80 (plus travel)

## Reproduction/publication fees - Digital and printed

Commercial use (per item)	£50
Not-for-profit (per item)	£15
Broadcasting: regional	£100
Broadcasting: networked	£150
Broadcasting: UK and overseas	£250

## Conservation

Archival quality preservation materials (e.g. acid free boxes, folders and sleeves for papers and photographs)	Quotes available on request
Conservation of documents, maps, plans etc.	
Restoration and conservation of historic to modern leather/cloth bindings and books.	
New bindings in cloth, e.g. journals, theses, periodicals and reference works	
Treatment of flood damaged and mould affected materials	

## Meeting room hire

Hourly rate (during opening hours)	Commercial: £20 Community groups, NCC and non-profit: £10
Meeting room hire charges outside of building opening hours by negotiation.	

## Gallery hire

£75 per six week period  
£150 per six week period

## Document case hire (collection only)

Per fortnight	£30
Failure to return case on agreed date (per case per week)	£30

## Replacement library card

£1.50