

**STAFFORDSHIRE AND STOKE- ON- TRENT ARCHIVE SERVICE****REVIEW OF FEES AND CHARGES, 2018/2019**

The current fees and charges and proposed changes are set out below. The proposed new charges would apply from 1 April 2018.

FEE/CHARGE	CURRENT	PROPOSED		COMMENTS
<b>RESEARCH FEES</b>				
<p><b>1. Research Fee</b>            Scope: looking for information in the sources (archival, printed or published online) available to the Staffordshire and Stoke on Trent Archive Service . Providing information on our holdings from indexes or catalogues is not chargeable            Basis: Research orders will be charged in half hour blocks, with a minimum of half an hour and a maximum of four hours. People with disabilities which prevent them from accessing the sources in the reading rooms of the Joint Archive Service will be charged at two-thirds of the standard rate.</p> <p><b>1.1 Quick Research Fee</b>            Scope: looking for a single entry, article or item of information in a source on the basis of information provided by the enquirer which should lead directly to the entry or item desired and the provision of a single photocopy or transcription if found. This fee applies for the transcription of documents identified in the Staffordshire Name index. If a copy is requested and the source cannot be photocopied or transcribed within 15 minutes, the request will attract either the Staff Facilitation Fee or the Staff Photography Fee, not the QRF.            Basis: One quarter of the Research Fee            People with disabilities which prevent them</p>	<p>£28-00            (£23-33 + £4-67 VAT)            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)            First class postage charged additionally.            £4-70 for people with disabilities</p>	<p>EU orders:            £25 + £5-00            VAT</p> <p>£12-50 + 2.50            VAT</p> <p>£16-67 + £3-33</p> <p>£6-25 + £1.25            VAT</p>	<p>Non-EU orders:            £30-00            Non EU postage charged additionally</p> <p>£15-00</p> <p>£20-00</p> <p>£7-50</p>	<p>This fee has been increased having been held last year.</p> <p>This fee is increased in line with the Research Fee.</p>

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<p>from accessing the sources in the reading rooms of the Joint Archive Service will be charged at two-thirds of the standard rate.</p> <p><b>1.2 Hospital records search fee</b> 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 (£23-33 + £4-67 VAT) plus £7.00 (£5.83 + £1.17 VAT) search fee</p>	<p>£31-25+£6-25 VAT</p>	<p>£37-50</p>	<p>This fee is increased in line with research and photography fees.</p>
<p><b>2. Marriage Bond Searches</b></p>	<p>£14-00 (£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</p> <p>Single search £7.00 (£5.83 + £1.17 VAT) and provision of single copy. First class postage charged additionally.</p>	<p>Assimilated into Research Fee</p>		<p>The vast majority of Marriage Bonds are now indexed and searchable on findmypast.com. The rates for this search were set in line with the standard research fee and it is proposed to delete this fee as a separate item. All subsequent enquiries will be dealt with as a standard Research Request</p>
<p><b>3. Search and supply of copy of individual's baptism / marriage entry for official purposes</b></p>	<p>Successful search with copy supplied £10.50 (£7.00+£3.50)</p> <p>Unsuccessful search £7.00 (£5.83 + £1.17 VAT)</p>	<p>Assimilated into Quick Research Fee</p>		<p>This fee is based on the Quick Research Fee and the supply of a photocopy if the search is successful. This will continue to be the case and there is no case for continuing to set this fee separately. This specific fee will therefore be deleted.</p>

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4. Transcription fee for documents identified in online indexes	£7-00 (£5.84 + £1.16 VAT) Includes standard UK/EU postage	Assimilated into Quick Research Fee		This fee has in the past been set in line with the Quick Research Fee. The wording of the scope of the Quick Research Fee has been altered to reflect this and so this will no longer be set as a separate fee.
5. Certification fee	£14-00per document	Assimilated in to Staff Facilitation Fee		Certifications can be time consuming to write out, and require the input of a senior member of staff. It is proposed to assimilate this fee into the Staff Facilitation Fee
<b>COPYING CHARGES</b>				
6. Photocopies identified and ordered in reading rooms	75p (62p+13p VAT) per copy A4/A3 (B&W)  £1.50 per copy A4/A3 colour ( £1.25 + 25p VAT)	No change	No change	
7. Photocopies ordered by post	First copy, incl. UK postage and packing £4-00 (£3.33 + £0.67 VAT)  First class postage charged additionally.	EU orders: No change	Non EU orders: No change	

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	Successive copies on same order- 1-50(£1.25 + £0.25 VAT)  Non EU postage charged at current rates			
<b>8. Photocopies of wills by post- staff assisted</b>	Flat rate of £7-00 per will to include UK standard post and packing  Flat rate of £7-50 including non-EU postage	Flat rate abolished Assimilated into normal copying charges.		The provision of access to the Lichfield wills via the findmypast website and the physical relocation of the wills to the Staffordshire Record Office mean that there is no longer any need to have a separate, flat rate charge, for wills. Charging for photocopies of wills, if requested, will be provided under the normal copying charges.
<b>9. Microform print outs : self service in reading rooms</b>	75p (62p+13p VAT) self service	No change		
<b>10. Microform print-outs by post</b>	£4-00 (£3.33 + £0.67 VAT)  First class postage charged additionally. Successive copies on same order- 1-50	EU orders:  No change	Non-EU orders:  No change	

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	(£1.25 + £0.25 VAT) per copy Non EU postage charged additionally			
<b>11. Computer print outs on site</b>	10p	20p (Staffordshire) 10p (Stoke)		This charge is held in line with Library Service fees in the County and the City and will vary in line with any changes made by the respective Library Services.
<b>12. In-house Photography Charges</b>	£28 per hour fee for photography including prints (£23-33 + £4-67 VAT)  Additional charge of £14-00 per half hour on any order involving conservation team (£11.66 + £2.34 VAT)  The Staff Facilitation Fee may apply if conservation or preparation work is required in advance of the photographer carrying out the work.	EU customers  £25 + £5-00 VAT per hour	Non EU customers £30-00	This charge was last increased in April 2016 in line with the research fees. The provision of the images to the customer by digital download, by DVD or by print-out on ordinary photocopier paper, in person or by post will be free. Photographic prints will not be provided by the Archive Service
<b>13. Permit Fees for Use of Digital Camera</b>	£7-50 daily fee £50-00 annual fee	No change		
<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	This specific fee will be abolished and in case a commercial photographer requires a member of staff to be in attendance, then the Staff Facilitation Fee would apply		
<b>15. Photographic and microfilming orders</b>	Flat rate of £50-00	EU orders:	Non EU orders:	The Archive Service uses the nearest

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<b>handling fee for commercial orders</b>	£50-00 (£41.67 + £8.33 VAT)	No change	£50-00	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. <b>This fee will be removed and in such a case the Staff Facilitation Fee would apply</b>
<p><b>16. Staff Facilitation Fee</b>            Scope: Staff time used to make a customer request for service possible, including but not restricted to</p> <ul style="list-style-type: none"> <li>• supervising documents outside the research room during professional photography, transporting documents to an external office for microfilming, conservation or other prupose</li> <li>• certifying the content of archives held within the service for use in religious legal or other proceedings</li> <li>• preparing or conserving documents in order that a customer order can be carried out</li> <li>• transcribing or translating documents in private hands</li> </ul> <p>Basis: The fee will be equal to the Research Fee.</p>	<p><b>New Fee</b>            Chargeable in half hour blocks</p>	<p><b>£30.00 per hour</b></p>		<p>As part of fulfilling customer orders or requests,from time to time archive service staff may need to carry out ancillary or additional tasks in order to make the chargeable request possible. Examples would include, conserving or stabilising documents prior to photography, supervising documents in areas outside the search room in order that professional photography may be done, accompanying documents outside the service's premises for third party purposes. The provision of a certified copy of a register entry or an electoral register entry may be requested from the Archive Service for use by the customer in religious or legal proceedings. Staff's professional skills such as palaeography are sometimes requested by customers for single documents in private hands. In all these cases the archive service has routinely made a charge based on the hourly rate for research. This new fee provides a defined fee for all work for the public not covered elsewhere in this schedule</p>

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<p><b>17. 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: £45-00 for first item, plus £25-00 for each additional item</p> <p>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>TV broadcast and onsite filming and world wide web publication: £200 for world-wide rights for first item; £80-00 for each additional item. Filming on site only £180 per half day.</p>	<p>No change</p>	<p>These fees are held for this year to support local and community historians/groups.</p>

