

**STAFFORDSHIRE AND STOKE- ON- TRENT ARCHIVE SERVICE****REVIEW OF FEES AND CHARGES, 2021/2022**

The current fees and charges and proposed changes are set out below. The proposed new charges would apply from 1 April 2021.

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.</p> <p>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 from accessing the sources in the reading rooms of the Joint Archive Service will be charged at two-thirds of</p>	<p>£32 (£26.67 +£5.33 VAT) per hour to include the cost of up to 4 copies and UK/EU postage            Minimum charge            £16.00 (£13.34 + £2.66 VAT) to include the cost of 2 copies and UK postage</p> <p>21.50 (£17.92 +£3.58) per hour to include the cost of up to 4 copies and UK postage for people with disabilities.</p> <p>£8 (£6.67 + £1.33 VAT)            First class postage charged additionally.            £5 for people with disabilities</p>	<p>EU orders</p> <p>No change</p> <p>No change</p> <p>No change</p>	<p>Non-EU orders:</p> <p>No change</p> <p>No change</p> <p>No change</p>	<p>It is proposed to hold the increase to this fee made in April 2020.</p> <p>It is proposed to hold the increase to this fee made in April 2020.</p>

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<p>the standard rate.</p> <p><b>1.2 Hospital records search fee</b></p> <p>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>£40 (33.33 +£6.67)</p>	<p>EU orders</p> <p>No change</p>	<p>Non-EU orders:</p> <p>No change</p>	<p>It is proposed to hold the increase to this fee made in April 2020.</p>
<p><b>2. Staff Facilitation Fee</b></p> <p>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 purpose</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 always be equal to the Research Fee.</p>	<p>£32 (£26.67 +£5.33 VAT)</p> <p>Minimum charge</p> <p>£16.00 (£13.34 + £2.66 VAT)</p>	<p>No change</p>		<p>It is proposed to hold the increase to this fee made in April 2020.</p>
<p><b>COPYING CHARGES</b></p>				
<p><b>3. Photocopies and microform printouts identified and ordered in reading rooms</b></p>	<p>£1.00 (83p +17p VAT)</p> <p>£2.00 (£1.67 +33p VAT)</p>	<p>EU orders</p> <p>£1.50 (£1.24 +0.26p VAT)</p>	<p>Non-EU orders:</p> <p>£1.50 (£1.24+0.26p VAT)</p>	<p>It is proposed to remove the different charges for black and white and colour and replace with a single charge of £1.50 per copy. This will make estimates for copying orders more straightforward to complete.</p>

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<b>4. Photocopies and microform printouts ordered remotely</b>	EU orders: £5.00 (£4.17 +83p VAT)  Successive copies on same order (B&W) £1.00 (83p +17p VAT)  (Colour) £2.00 (£1.67 +33p VAT)	EU orders:  £5.00 (£4.17 +83p VAT)  £1.50 (£1.24 +0.26p VAT)	Non-EU orders:  £5.00 (£4.17 +83p VAT)  £1.50 (£1.24+0.26p VAT)	Retrieving, identifying and assessing the suitability for copying of items requested remotely add significantly to staff time in fulfilling such orders and the initial charge differential from the standard price is in place to reflect this. The cost of successive copies been altered to remove the differential between black and white and colour.
<b>5. Computer print outs on site</b>	20p (Staffordshire) 10p (Stoke)	No change		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>6. In-house Photography Charges</b>	£32 per hour fee for photography including prints (£26.67 +£5.33 VAT)  Minimum charge £16.00 (£13.34 + £2.66 VAT)  The Staff Facilitation Fee may apply if conservation or preparation work is required in advance of the photographer carrying out the work.		No change	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. It is proposed to hold the increase to this fee made in April 2020.
<b>7. Permit Fees for Use of Digital Camera</b>	£8 daily fee £50-00 annual fee			This fee has been held having been increased in April 2019.

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<p><b>8. 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: £15 for first item, plus £5 for each additional item</p> <p>Commercial publication: hard copy/exhibition/ website: £50 for first item, plus £30 for each additional item E-book rights will attract an additional £50 per order</p> <p>TV broadcast and onsite filming and world wide web publication: £250 for world-wide rights for first item; £100 for each additional item.</p> <p>Filming on site only £200 per half day.</p>	<p>No change</p> <p>No change</p> <p>No change</p>	<p>The structure of these charges aim to support the local and academic research community and to ensure that commercial providers bear costs proportionate both to the time involved in preparing rights agreements for them and to the larger audiences they aim to reach. They were reviewed in 2018 and have been held this year</p>

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<b>OUTREACH SERVICES</b>			
<p data-bbox="94 204 743 236"><b>9. Talks to external organisations and groups</b></p> <p data-bbox="138 384 743 448"><b>Group visits to Staffordshire Record Office and Stoke on Trent City Archives</b></p>	<p data-bbox="822 204 1099 304">Talks offsite £50-00 County/City £60-00 out of county</p> <p data-bbox="822 408 1178 509">Visits to Staffordshire Record Office or Stoke-on-Trent City Archives</p> <p data-bbox="822 544 875 572">£50</p> <p data-bbox="822 612 1182 844">Visits which include a tour of the strongrooms and/or conservation will attract the Staff Facilitation Fee in addition. Visits on Saturday will attract the Staff Facilitation Fee</p>	<p data-bbox="1218 204 1368 236">No change</p> <p data-bbox="1218 475 1368 507">No change</p>	<p data-bbox="1520 204 2177 268">Fees may be waived for retired / disabled groups at the discretion of the Archive Service.</p> <p data-bbox="1520 339 2177 403">These fees were reviewed in 2018 and no change is proposed.</p>
<p data-bbox="94 882 770 946"><b>10. Use of meeting room (LARC) at Staffordshire Record Office per four hour session.</b></p>	<p data-bbox="822 882 1182 1050">£20 SCC meetings, adult education, local history and other societies, non-profit making local organisations or individuals</p> <p data-bbox="822 1090 1182 1118">£58 commercial companies</p>	<p data-bbox="1218 882 1368 914">No change</p>	