

**Herefordshire Archive Service
(Herefordshire Archive and Records Centre)**

Review of charges 2017

	Service	Current charge	Proposed charge
Searchroom	Photocopy – archive b/w	50p	50p
	Photocopy – archive colour	£1.00	£1.00
	Photocopy – book b/w	10p	10p
	Photocopy – book colour		20p
	PC print out – b/w	30p	30p
	PC print out - colour		60p
	Microprint	30p	30p
Permits	Photography permit per day	£3.00	£5.00
	Photography permit per week	£10.00	£15.00
	Annual photography permit	£30	£50.00
	USB for microfilm copies per day		£3.00
	USB for microfilm copies per week		£10.00
	Annual USB permit		£50.00
	Joint USB photography permit per week		£15.00
	Joint annual USB photography permit		£75.00
Research service	Research per half hour	£10.00	£15.00
	Photocopies plus research rate	As above	
	Digital copies plus research rate	£2.00	£3.00
	Probate copies from microfilm (4 for 3)	£12.00	£12.00
	Probate copies from original (4 for 3)		£20.00
Talks	Standard talk	£30.00	£45.00
	Bespoke talk		£70.00
	Group tour of HARC day time	£2.00 per head	£40.00
	Group tour of HARC evening	£2.00 per head	£50.00
	Group tour of HARC with tailored document display day time	£2.00 per head	£60.00
	Group tour of HARC with tailored document display evening	£2.00 per head	£70.00
	Individual tour of HARC as scheduled (minimum 5 booked)		£4.00 per
	Workshops per head	£8.00	£8.00
Education sessions	Half day session in Learning room for school group – set session	£50.00	£70
	Half day session in Learning room for school group – bespoke session	£50.00	£90.00
	Half day session at school – set session	£50.00	£70.00
	Half day session at school group – bespoke session	£50.00	£90.00

Hire of rooms	Full Learning room, including tea/coffee & AV equipment per day – commercial	£50.00	£150.00
	Full Learning room, including tea/ coffee and AV equipment per day – local group/ charity	£50.00	£60.00
	Full Learning room, including tea/ coffee and AV equipment per half day - commercial	£25.00	£80.00
	Full Learning room, including tea/ coffee and AV equipment per half day – local group/ charity	£25.00	£30.00
	Full learning room per hour or part thereof before 8.45am - commercial		£20.00
	Full learning room per hour or part thereof after 5pm - commercial		£25.00
	Full learning room per hour or part thereof before 8.45am - local group/ charity		£10.00
	Full learning room per hour or part thereof after 5pm - local group/ charity		£20.00
	Consulting room per half day		£10.00
	Hire of atrium for commercial gallery space per month		£150.00
Reproduction fees	Local not for profit publication per publication		£10.00
	Local commercial publication per image		£10.00
	National commercial publication per image		£50.00
	TV – one UK or one country transmission		£75.00
	Each repeat		£38.00
	Cable or satellite only unlimited		£120.00
	Other arrangements by negotiation		
Conservation/ preservation fees	Preservation/conservation advice		£30.00 per hour
	Preservation (dry cleaning, boxes, enclosures)		£30.00 per hour
	Conservation treatment (paper, book, and parchment treatments, tape removal)		£40.00 per hour
	Consultancy (collection surveys and management plans, condition reports, pest and environmental surveys)		£50.00 per hour