

Inspire Heritage Fees and Charges

Archives Fees and Charges

From 1 April 2020, the following charges will apply:

Self Service Computer and Microfiche / film prints:

Black and white (A4)	20p
Black and white (A3)	40p
Colour (A4)	50p
Colour (A3)	£1.00

Self Service Own Camera:

Own camera day pass	£10.00
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Copies by Archives Staff:

Choose from digital image on CD, via email or hardcopy (A4 or A3)

Charges apply to staff time taken to produce copies

Copying per 15 minutes	£10.00
Copying per 30 minutes	£19.00
Copying per 1 hour	£29.00
Postage and handling	£4.50
Bulk or commercial orders / fragile documents	Quote given on request

Certified Copies

A research fee will be added where exact reference is not supplied

Anglican & Non-Conformist Christenings, Burials and pre-1837 Marriages	£14.00
Post 1837 Marriages	£10.00
School Extracts, eg Admission Register entries	£10.00
Magistrates Courts extracts	£10.00
Other certified copies	See reprographic copy prices
Postage and handling	£4.50

Enquiries and Research Service:

Response to enquiries relating to the use of the service	Free
Response to enquiries that require searching of catalogues or indexes	Research fee applies (see below)
Research or 1:1 Consultation per 15 minutes	£10.00
Research or 1:1 Consultation per 30 minutes	£19.00
Research or 1:1 Consultation per 1 hour	£29.00
Assisted Research (personal assistance in archive searchroom) per hour	£29.00
Provision of professional advice by a qualified conservator or archivist	£50 per hour + mileage @ 45p per mile
Translation (from Latin into modern English) - per hour	£35.00

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Transcription of archival documents into modern English – per hour £35.00

Reproduction / Publication Fees – Digital and Printed:

Reproduction fee per item (commercial publications)	£50.00 per image
Not-for-profit	£15.00 per image
Broadcasting: regional	£100.00 per image
Broadcasting: networked	£150.00 per image
Broadcasting: UK and overseas	£250.00 per image

Talks and Workshops:

Scheduled talks and workshops per person £5.00

Meeting Room Hire:

Commercial hourly rate	£25.00
Community groups, NCC and non-profit hourly rate	£15.00
Meeting room hire charges outside of building opening hours	By negotiation

Group Visits / Talks:

Onsite: choose from our range including Introduction to Archives, source or thematic based

1.5 hours	£60.00
Onsite: Curriculum-related study session	
3 hours	£120.00
6 hours	£180.00
Talks at external venues	£55.00 (plus travel expenses)

Conservation:

Archival quality preservation materials eg. acid free boxes, folders and sleeves for your precious photographs and papers

Conservation of documents (paper & parchment), maps plans etc

Restoration and conservation of historic to modern leather/cloth bindings and books

New bindings in cloth, eg. journals, theses, periodicals and reference works

Treatment of flood damaged and mould affected materials

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Gallery Hire:

Community groups, NCC and non-profit
Commercial

£75.00 per six-week period
£150.00 per six-week period

Document Case Hire:

Hire of document case (per fortnight)

£30.00

Failure to return document case on agreed date (per case
per week)

£30.00

Delivery of document case (per mile from Nottinghamshire
Archives)

45p per mile

All charges inclusive of VAT where applicable