

From 1 April 2025, the following charges apply

All charges inclusive of VAT where applicable

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	£14
Weekly pass	£31

Reprographic 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	£15
30 minutes	£23
1 hour	£34
Postage and handling (UK - overseas at extra cost)	At cost
Commercial copying, per 30 minutes	£35

Certified copies

(Add research fee where exact reference not provided)

Anglican & non-conformist christenings, burials and pre-1837 marriages	£19
School extracts, e.g. admission register entries	£12
Magistrates courts extracts	£12
Postage and handling (UK, overseas at cost)	At cost
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	£15
Research OR 1-1 consultation per 30 minutes	£23
Research OR 1-1 consultation per hour	£34
Provision of professional advice by a qualified conservator or archivist	£50 per hour + mileage @ 45p per mile
Translation or transcription of archival documents per hour	£34 per hour

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Talks & Workshops

Scheduled talks and workshops per person	From £6
Scheduled behind the scenes tours per person	From £6
Onsite or online bespoke workshops	
3 hours	£150
6 hours	£205
Group onsite talks. Choose from our range including Introduction to Archives, source or thematic based (90 minutes)	£80
Talks at external venues (up to 15 people)	£90 (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: £18
Meeting room hire charges outside of building opening hours by negotiation.	Community groups, NCC and non-profit: £9

Gallery hire

Three weeks	£40 (non-profit £20)
Six weeks	£60 (non-profit £30)
Shared hire (shared exhibition)	Negotiated rates

Document case hire (collection only)

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

Replacement library card

Pencils (for use in search room)	£1.60
	50p each