

## Archives & Local Studies Charges

The following charges will apply from 1 April 2018

<b>Archives</b>	<b>£</b>		<b>£</b>
Diocesan records		Research Service	
Issue of certificates		First 10 minutes	Free
Marriage (stipulated fee)	10.00	Basic search (2 sources 15 minutes)	15.00
C of E Baptism (stipulated fee)	12.00	Extensive search (per 30 minutes)	32.00
Certified copies	8.00	Corporate enquires (per 30 minutes)	35.00
		Commercial enquires (per 30 minutes)	90.00
Research Service		Evidence of School Attendance	35.00
Handling Charge (including p + p)		Scanned copies (per item)	
Up to 30 copies	10.00	A5 to photocopy paper	0.80
Over 30 copies	14.00	A4 to photocopy paper	1.50
Assistance and Research (per hour)		A5 to photographic paper	2.50
Family History	50.00	A4 to photographic paper	3.50
Archives	50.00	To CD-Rom	1.50
Business Research	110.00	To email	1.00
<b>Photocopies (Black and White)</b>		Publication fees (per item)	
Local Studies A4	0.10	Commercial print run:	
Local Studies A3	0.20	Under 1,000 (items 1-5)	15.00
Archives A4	0.50	Under 1,000 (items 6 and above)	8.00
Archives A3	0.70	Over 1,000 (items 1-5)	28.00
A4 copies from microfilm reader printer	0.40	Over 1,000 (items 6 and above)	15.00
A3 copies from microfilm reader printer	0.70	Talks – Fee to be discussed minimum	30.00
Certified copies	5.00	Transcription/Translation Service (Latin – per 30 minutes)	30.00
Printing from public terminals (including scanned items)	<b>£</b>	Media print run:	
A4 Black and white (Local Studies Library only)	0.10	Local	35.00
A4 Black and white	0.20	National	120.00
A4 Colour	0.50	International	200.00
Ordnance Survey Maps		Commercial History (up to 5 images)	110.00
1854 and 1852	10.00	Filming Location Fee	175.00
Administration Fee			
For items taken out for reproduction by a third party	16.00		

**This notice is displayed in accordance with the requirements of Statutory Instrument  
No. 2712 Library Charges (England and Wales) Regulations 1991**

Information can be made available in other languages, or other formats such as Braille or Audio Tape, on request.