## **Hertfordshire Archives and Local Studies (HALS)**

## **CHARGES FROM 1 April 2025**

The core services of Hertfordshire Archives and Local Studies (HALS) are provided free of charge. We generate income to support the service in ways that are consistent with the work of Hertfordshire Archives & Local Studies.

Photocopies	
Books, journals and pamphlets A4/A3 (self-service) black and white	20p / 40p
Books, journals and pamphlets A4/A3 (self-service) colour	60p / £1.20
Maps and documents A4 / A3 (by staff) black and white	60p / £1.20
Maps and documents A4 / A3 (by staff) colour	90p / £1.80
Computer / Netloan print outs (self service)	
Black and white / colour single sided	25p / 65p
Microfilm print outs (self service)	
A3	£1.60
Digital capture (by staff)	
Quotation for copying - research to identify documents	£19.80 per 30 minutes
& the cost of supplying copies	(as per research service)
Copying original documents up to A2 size	
Per item, minimum charge, includes up to 5 images;	£11.45 / £1.20 per subsequent
reduced charge per image for subsequent images from	image
the same item, supplied as jpeg	
Per item, minimum charge, includes up to 5 images;	£22.90 / £2.30 per subsequent
reduced charge per image for subsequent images from	image
the same item; supplied as TIFF	
Copying original documents larger than A2 size	047.45 / 04.00
Per item, minimum charge, includes up to 5 images;	£17.15 / £1.20 per subsequent
reduced charge per image for subsequent images from	image
the same item, supplied as jpeg Per item, minimum charge, includes up to 5 images;	£34.30 / £2.30 per subsequent
reduced charge per image for subsequent images from	image
the same item; supplied as TIFF	Inlage
Any unusually complex or large copy orders will require di	scussion in advance to agree a
schedule of work – please contact us with your requirement	
Where a copy request requires additional staff input to	£39.60 per hour/ £19.80 per half
prepare or carry out the copying (e.g. where two people	hour or part thereof.
are required for safe handling), this will be charged at:	
Two hour assessment	£79.20 for two-hour assessment
For large orders, where it is necessary to scope	
requirements, you can request a two-hour assessment in	
order to copy a sample and identify project requirements.	
The time includes any necessary reporting. By	
agreement subject to staff availability.	

Hertfordshire wills / Hertfordshire Names Online copies			
Per will / per copy	£11.45		
Preparation of documents for copying or display Where a document cannot be safely copied without flattening, removal of pins or conservation treatment being undertaken first, this work will incur this charge.	Conservation £66 per hour/£33 per half hour or part thereof (e.g. for flattening)		
Image manipulation (e.g. using Photoshop) and processing; OCR (Optical Character Recognition)	£39.60 per hour/£19.80 per half hour or part thereof		
Digitisation services provided by HALS (staff copying customer's own documents; digitisation of microfilm).  Unusually complex or large orders will require discussion in advance to agree a schedule of work – please contact	£39.60 per	hour or part thereof	
Two hour assessment For large orders, where it is necessary to scope requirements, it may be possible to request a two hour assessment in order to digitise a sample and identify project requirements. The time includes any necessary reporting. By agreement subject to staff availability.	£79.20 for two-hour assessment		
CD Rom /Memory stick (additional charge for supplying copies on CD or memory stick, includes postage)	£2.20 / £10.	.45	
<b>Tithe map</b> copies (on CD with index and viewing software, includes P&P)	£38.50		
Provision of Ordnance Survey Maps for planning application purposes (via Latitude, for visitors to HALS) A4 printed copies – colour or black and white	Urban	Rural data	
1:500 1:1250 (4ha) 1: 2500	£16.50 £27.50 £66 Urban	£16.50 £22 £27.50 Rural data	
Electronic copy - pdf 1:500 1:1250 (4ha) 1: 2500	£19.80 £33 £79.20	£19.80 £26.40 £33	
Digital capture (self-service)			
Permits  Permits allow an unlimited number of copies within a specified time period for customers using their own camera or using digital microfilm readers.	£6.50 half day, £11 full day, £110 annual (single form of capture, specified)		

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A combined permit for using both camera and digital microfilm reader is available.	£9.75 half day, £16.50 full day, £165 annual (combined)
Commercial photography & filming (customer's own) Use of HALS premises/materials	Still photography £56 per hour or part thereof
·	Filming £112 per hour or part
Additional charges will apply for any research, preparation or reproduction rights required. Note: These	thereof
charges relate to HALS services. Additional charges to	
meet HCC property and legal requirements will also	
apply.	
Use of HALS camera equipment by local history societies	and groups may be possible by
arrangement – a partnership agreement will apply	
Research & specialist services	
Research Service (for remote customers)	
The research service is carried out in 30minute units.	£19.80 per 30 minutes
The staff time paid for includes producing the report.	£39.60 per 60 minutes
One unit = 30 minutes	£59.40 per 90 minutes
Max 4 units in any one transaction Additional time is available by arrangement.	£79.20 per 120 minutes
Additional time is available by arrangement.	
This does not include provision of copies, however a	
quote for copies can be included in our search report if	
required	
Two-hour assessment	£79.20 for two-hour assessment
For large orders, where it is necessary to scope	
requirements, you can request an initial two hour assessment for a preliminary search and to identify	
project requirements. The time includes any necessary	
reporting. By agreement subject to staff availability.	
Translation/transcription of original documents	£66 per hour
60 minutes (2 units) maximum in any one transaction;	
additional time by arrangement	
Expedited search and copy fees	
Additional fee for urgent requests which we endeavour to	£39.60 (in addition to usual cost e.g.
complete within 2 working days	of copies or certified entry)
Certified copies and transcripts	
Certified transcripts of Church of England baptisms,	£18
marriages and burials (Hertfordshire only)	
Certified transcript or copy of vehicle registration entry	£18
(includes copy)	040.50
Certification of other documents (in addition to the cost of the copy)	£16.50
Specialist post, packaging and printing	
Charges will be passed on for any additional services e.g.	courier costs, printing costs
Overseas orders	_ staff will advise where is applicable
Overseas orders may incur additional administration fees	— зан wiii auvise where is арріісаріе. 

Advice, Archive and Conservation services	
Community project support – initial 1 hour consultation meeting at HALS	Free
Professional advice (e.g. exhibition planning, advice on	£66 per hour
history projects, training e.g. copyright, digitisation)	Plus cost of materials and travel
Thoroty projector, training e.g. copyright, digitioditoriy	expenses if site visit required.
Archive estaloguing & collection accessment	£66 per hour
Archive cataloguing & collection assessment,	· · · · · · · · · · · · · · · · · · ·
bespoke archive collection training	Plus cost of materials and travel
	expenses if site visit required.
Conservation services - assessment, conservation	£66 per hour or part thereof
treatment & repair, specialist packaging, advice on	Plus cost of materials and travel
document display and exhibition installation; bespoke	expenses if site visit required.
preservation training	
Storage and retrieval services	Prices from £8.99 per shelf per
	year, dependent on services
	required.
Exhibition loan of archives	
On occasion, permission is granted for a loan of an	
archive item for display in an external exhibition (where	
HALS terms and conditions security and environmental	
requirements are met).	
For Hertfordshire Association of Museum members,	No administration fee
HALS does not charge an exhibition loan administration	140 dariii iistration 166
fee but will need to charge for additional services or pass	Charges for additional HALS'
on any extra expenses incurred.	services will be made as laid out in
on any extra expenses incurred.	
	this schedule. Any additional cost
	incurred for example for insurance
	or condition report will be passed on
Eshibition loop administration for	to the customer.
Exhibition loan administration fee	£66
For requests from museums outside Hertfordshire, an	Plus any charges for additional
exhibition loan administration fee will be charged to	services or costs as above.
cover staff time administering the request, plus any	del video el dedio de abeve.
charges for additional services or expenses incurred.	
charges for additional services of expenses incurred.	
The loan administration fee may be waived where a	
partnership agreement applies.	
partitionship agreement applies.	1
Learning and Outreach Services	
Talks for groups and societies in Hertfordshire	£71.50 (between Mon-Fri, 9am -
(your venue or at HALS) for one hour including	5pm), £72.80 (evenings and
questions; a variety of topics are available	weekends)
Talks for groups and societies based outside	£82.50 (between Mon – Fri, 9am –
Hertfordshire (your venue or at HALS). Plus, travel	5pm), £84 (evenings and
expenses, for one hour including questions; a variety of	weekends)
	weekenus)
topics are available	
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Group visits to HALS	During opening hours:
	Any two options: £35 per group (up
Three options for tour:	to max 15 people); £65 per group
Reading rooms and archive store;	(up to a maximum of 30 people)
Conservation Studio;	All the second s
Viewing selection of documents to suit your interests	All three options: £50 per group (up
	to max 15 people); £80 per group
	(up to a maximum of 30 people)
	Other times:
	Other times:
	Any two options: £39.20 per group
	(up to max 15 people); £72.80 per
	group (up to a maximum of 30
	people)
	All three options: £56 per group (up
	to max 15 people); £89.60 per
	group (up to a maximum of 30
	people)
	people)
School, college, and university visits at HALS or at	£65 per session
your venue or online (up to 2 hours).	
Includes talks, workshops, facilitated study sessions	
Educational group photograph or digital permit	£30.00 (up to max 15 people)
Tutor to sign copyright form	
Group workshops at HALS	£65 for up 2 hours (max 15); a
	variety of topics are available; larger
e.g. family history, introduction to using HALS for	groups can be accommodated by
research	arrangement
New talks and bespoke workshops, tours and study	Prices start at £110 for a one-hour
days at HALS or your own venue	event. Please contact us to discuss
Charges cover talk delivery time alve	your requirements
Charges cover talk delivery time plus	
research/preparation time charged according to the research service fee.	
Family History surgery (one hour session, advice on	£15.40
family history problem-solving by a member of HALS	210.70
staff. By arrangement)	
Bespoke research visit (one to one session:	£88 per hour
undertaking research on a topic of your choice, with	200 por 11001
individual support from a dedicated member of HALS	Additional charges will apply for
staff in the reading room. By arrangement).	copying or other services.
Loan of HALS displays	£38.50 (per loan period up to max
	six weeks)
Copyright restrictions may apply in some cases	
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Loan of HALS display cases/boards			£13.20 each or £24.20 for 3				
Flat tabletop cases and/or vertical folding display boards			(per loan period up to max six				
Borrower must collect/return				weeks)			
New displays			£39.60 per hour/£19.80 per half				
Research and preparation to produce a	new display	to	hour or part thereof for staff time				
your requirements using material in HAL	S/local stud	ies	·				
collection. This includes any work to ada	apt and copy	an	Plus cost of copies/materials				
existing display.				-			
Copyright restrictions may apply in some	e cases						
Room hire			£11 per hour (not for profit				
The Lionel Munby Room, Local Studies	•		organisation	ns) £27.50 pe	r hour		
spaces at HALS are available for local h			(commercia	l).			
and societies to use for your own meeting	ngs and ever	nts.					
				er insurance,			
HALS Terms and conditions apply				l services ma			
Stalls and Pop-up Shop hire				t per day or p			
			(not for profit organisations				
				t per day or p	art thereof		
1101 O T			(commercia				
HALS Terms and conditions apply			Fees to cover insurance may apply				
Display Space hire			£22.00 + vat per week (not for profit				
			organisations) £49.50 + vat per week (commercial)				
Spaces and exhibition cases of varying	sizės subjec	ττο	£49.50 + va	t per week (c	ommerciai)		
availability.			Fees to cover insurance may apply				
HALS Terms and conditions apply			A5 £3.00 + vat per week				
Display of Commercial Posters			A4 £6.00 + vat per week				
HALS Terms and conditions apply			A3 £9.00 + vat per week				
TIALO TOTTIS and conditions apply			710 20.00 1	vat per week			
Use of computers for research							
Use for historical research, access to digital surrogates			Free of charge				
and catalogues				<b>3</b> -			
Use for non-HALS related research: Libr	rary membei	s up	2 hours free of charge – extra time				
to each day	,	'	at 4p per minute				
Use for non-HALS related research: non	-members		£2.50 up to				
Reproduction rights							
Where permission is granted for reprodu	ction of mat	erial h	eld in HALS	or in Libraries	local		
studies collections, the following fees wil	ll apply. The	se fee	s are in addit	ion to the cos	t of		
supplying the image	1						
Publication research				per 60 minut	tes		
Picture and caption research, advice	ch, advice						
on sources		1			T		
Books, periodicals, journals,	One		dwide rights	Single	World		
exhibition catalogues etc.	country	or E-	books	country	Rights		
				rights and	and E-		
	1			E-book	book		

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Journal or newsletter published directly by Hertfordshire based heritage organisations or Hertfordshire based not for profit organisations and distributed to directly to members.  Copies of the publication may be requested based on number of images used.	£11.00	See website charges for online publication if in addition to primary method of direct distribution to members		e bsite arges	See website charges
Journal or newsletter published directly by non-Hertfordshire based heritage organisations or non-Hertfordshire based not for profit organisations and distributed directly to members.  Copies of the publication maybe requested based on number of images used	£11.00	See website charges for online publication if in addition to primary method of direct distribution to members			
Thesis/student project: not for publication  Copy of thesis may be requested	Free	Free (electronic, intranet use)	cha	bsite arges	See website charges
Business report including archaeology, building reports, planning applications (up to 10 copies)	£27.50	See website charges		e bsite arges	See website charges
For all other categories not listed above:					
Print run: up to 10 (includes privately produced family histories)	£5.50	See website charges	_	e bsite arges	See website charges
Print run: from 11 up to 200	£16	£24	£2	4	£36
Print run: from 201 up to 300	£22	£33	£3	3	£49.50
Print run: from 301 up to 500	£33	£66	£6	6	£99
Print run: from 501 up to 1000	£38.50	£77	£7	7	£115.50
Print run: from 1001 up to 2000	£44	£88	£8	8	£132
Print run: from 2001 up to 5000	£88	£176	£1		£264
Print run: above 5000	£110	£220	£2		£330
Use of image on cover, print run: up to 500	£66	£132	£132		£198
Use of image on cover, print run: from 501 up to 1000	£77	£154	£154		£231
Use of image on cover, print run: from 1001 up to 2000	£88	£176	£1		£264
Use of image on cover, print run: from 2001 up to 5000	£176	£352	£3		£528
Use of image on cover, print run: above 5000	£220	£440	£4	40	£660
Newspapers/ Magazines					

National		£155		£310	
Local		£82.50		£155	
Note: where used promotion the fee	d as part of a HALS will be waived.				
Exhibitions	Local not for profit organisation or Herts museum or or non-Hertfordshire not for profit organisation	Commercial organisation or national museum	Schools: HCC	Other educational establishments	
Free admission	Free	£88	Free	Free	
Paid admission	Free	£88	Free	By agreement	
				, ,	
Lectures/talks/ teaching	Local non profit making organisation or Herts museum	Commercial use by organisation or individual / out of county organisation	Schools	Other educational establishments	
For use in internal teaching, within own organisation only.	Free	£44	Free	Free	
Advertising, publicity and promotion	Local not for profit organisation – use for publicity only	Local small scale (includes not for profit or local small scale commercial)	UK only	Worldwide rights or online use	
Includes use of image for press releases and print publicity, auction catalogues, merchandising, postcards, business premises decoration, set dressing etc A licence agreement may apply.	Free	£66	£132	£264	
Use of image in or use in film on	commercial TV/Film	1 <sup>st</sup> broadcast /each subsequent repeat	5 years either terrestrial or non-terrestria	terrestrial or	

	Initial price		
	includes		
	presence on		
	catch-up for one		
	month		
UK Regional	£60.50/£33	£82.50	£165
UK/EU/Single Country	£115.50/£60.50	£220	£440
World	£225.50/£115.50	£440	£880
DVD Release: UK Regional	£55	N/A	N/A
DVD Release: UK National	£105	N/A	N/A
DVD Release: World	£205	N/A	N/A
Educational use in school/university	Free (1 year	Free (5 year	Free (5 year
etc.: not online	licence)	licence)	licence)
Educational use in school/university	£22 (1 year	£44	£88
etc.: including online	licence)		
All rights are non-exclusive.			
Resale/relicensing to other broadcasters	s will necessitate re-	application for righ	ts.
Use of image on website/Internet	Worldwide rights:	Worldwide	Worldwide
use (low resolution image only)	1 year	rights: 5 years	rights:10 years
Post on www.hertsmemories.org.uk	Free	Free	Free
network			
Local history group website	£11	£22	£44
Other not for profit website	£11	£22	£44
Academic website	£22	£44	£88
Commercial website	£33	£66	£132
For large quantities of images or where	the requested use is	s part of a larger dig	gital project – a
partnership agreement will be required.	1	1	T
All charges include VAT at 20% where			
this is applicable.			
Services are offered subject to			
capacity. Terms and conditions will			
apply to specific services.			
Use of image on social media	1 year	5 years	10 years
including YouTube (low resolution			
images only)	_	_	_
Post on www.hertsmemories.org.uk	Free	Free	Free
network	044	000	
Local history group social media feed	£11	£22	£44
or blog.	044	000	0.4.4
Other not for profit social media	£11	£22	£44
feed/blog.	000	C44	000
Academic social media feed or blog	£22	£44	£88
Commercial social media feed or blog	£33	£66	£132
For large quantities of images or where	tne requested use is	s part of a larger dig	gitai project – a

partnership agreement will be required.