

Hertfordshire Archives and Local Studies (HALS)

CHARGES FROM 11 AUGUST 2026

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.

Copy charges for visitors to 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
Black and white / colour double sided	50p / £1.30
Microfilm print outs (self service)	
A3	£1.60
Digital capture (by staff)	
Quotation for copying - research to identify documents & the cost of supplying copies	£19.80 per 30 minutes (as per research service)
Copying original documents up to A2 size	
Per item, minimum charge, includes up to 5 images; reduced charge per image for subsequent images from the same item, supplied as jpeg	£11.45 / £1.20 per subsequent image
Per item, minimum charge, includes up to 5 images; reduced charge per image for subsequent images from the same item; supplied as TIFF	£22.90 / £2.30 per subsequent image
Copying original documents larger than A2 size	
Per item, minimum charge, includes up to 5 images; reduced charge per image for subsequent images from the same item, supplied as jpeg	£17.15 / £1.20 per subsequent image
Per item, minimum charge, includes up to 5 images; reduced charge per image for subsequent images from the same item; supplied as TIFF	£34.30 / £2.30 per subsequent image
<i>Any unusually complex or large copy orders will require discussion in advance to agree a schedule of work – please contact us with your requirements</i>	
Where a copy request requires additional staff input to prepare or carry out the copying (e.g. where two people are required for safe handling), this will be charged at:	£39.60 per hour/ £19.80 per half hour or part thereof.
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.	£79.20 for two-hour assessment

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 <i>Where a document cannot be safely copied without flattening, removal of pins or conservation treatment being undertaken first, this work will incur this charge.</i>	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). <i>Unusually complex or large orders will require discussion in advance to agree a schedule of work – please contact us with your requirements.</i>	£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	
Tithe map 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	£16.50	£16.50
1:1250 (4ha)	£27.50	£22
1: 2500	£66	£27.50
Electronic copy - pdf	Urban	Rural data
1:500	£19.80	£19.80
1:1250 (4ha)	£33	£26.40
1: 2500	£79.20	£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)	

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 <i>Additional charges will apply for any research, preparation or reproduction rights required. Note: These charges relate to HALS services. Additional charges to meet HCC property and legal requirements will also apply.</i>	Still photography £56 per hour or part thereof Filming £112 per hour or part thereof
<i>Use of HALS camera equipment by local history societies and groups may be possible by arrangement – a partnership agreement will apply</i>	
Research & specialist services	
Research Service (for remote customers)	
The research service is carried out in 30minute units. The staff time paid for includes producing the report. One unit = 30 minutes Max 4 units in any one transaction Additional time is available by arrangement. <i>This does not include provision of copies, however a quote for copies can be included in our search report if required</i>	£19.80 per 30 minutes £39.60 per 60 minutes £59.40 per 90 minutes £79.20 per 120 minutes
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.	£79.20 for two-hour assessment
Translation/transcription of original documents 60 minutes (2 units) maximum in any one transaction; additional time by arrangement	£66 per hour
Expedited search and copy fees	
Additional fee for urgent requests which we endeavour to complete within 2 working days	£39.60 (in addition to usual cost e.g. of copies or certified entry)
Certified copies and transcripts	
Certified transcripts of Church of England baptisms, marriages and burials (Hertfordshire only)	£18
Certified transcript or copy of vehicle registration entry (includes copy)	£18
Certification of other documents (in addition to the cost of the copy)	£16.50
Document Certification Service	
Certified copies: e.g. Bills, passports, driving licence, utility bills, bank statements – up to 5 pages long Exemption: blue badge applications	£12 including VAT for up to 2 copies

Specialist post, packaging and printing	
Charges will be passed on for any additional services e.g. courier costs, printing costs	
Overseas orders	
<i>Overseas orders may incur additional administration fees – staff will advise where is applicable.</i>	
Advice, Archive and Conservation services	
Community project support – initial 1 hour consultation meeting at HALS	Free
Professional advice (e.g. exhibition planning, advice on history projects, training e.g. copyright, digitisation)	£66 per hour Plus cost of materials and travel expenses if site visit required.
Archive cataloguing & collection assessment, bespoke archive collection training	£66 per hour Plus cost of materials and travel expenses if site visit required.
Conservation services - assessment, conservation treatment & repair, specialist packaging, advice on document display and exhibition installation; bespoke preservation training	£66 per hour or part thereof Plus cost of materials and travel expenses if site visit required.
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, HALS does not charge an exhibition loan administration fee but will need to charge for additional services or pass on any extra expenses incurred.	No administration fee Charges for additional HALS' services will be made as laid out in this schedule. Any additional cost incurred for example for insurance or condition report will be passed on to the customer.
Exhibition loan administration fee	£66
For requests from museums outside Hertfordshire, an exhibition loan administration fee will be charged to cover staff time administering the request, plus any charges for additional services or expenses incurred. <i>The loan administration fee may be waived where a partnership agreement applies.</i>	Plus any charges for additional services or costs as above.
Learning and Outreach Services	
Talks for groups and societies in Hertfordshire (your venue or at HALS) for one hour including questions; a variety of topics are available	£71.50 (between Mon-Fri, 9am – 5pm), £72.80 (evenings and weekends)

Talks for groups and societies based outside Hertfordshire (your venue or at HALS). Plus, travel expenses, for one hour including questions; a variety of topics are available	£82.50 (between Mon – Fri, 9am – 5pm), £84 (evenings and weekends)
Group visits to HALS Three options for tour: Reading rooms and archive store; Conservation Studio; Viewing selection of documents to suit your interests	During opening hours: Standard tour includes repository and reading rooms, with document viewing: £38.50 per group (up to max 15 people); £71.50 per group (up to a maximum of 30 people) Conservation Studio Visit: £38.50 for 15 people; £71.50 per group (up to a maximum of 30 people) Document Viewing: £28.50 for 15 people for 8-10 pre-selected references. For larger groups please contact us. Other times: Standard tour includes repository and reading rooms, with document viewing: £38.50 per group (up to max 15 people); £71.50 per group (up to a maximum of 30 people) Conservation Studio Visit: £38.50 for 15 people; £71.50 per group (up to a maximum of 30 people) Document Viewing: £28.50 for 15 people for pre-selected references; £61.50 per group (up to a maximum of 30 people)
School, college, and university visits at HALS or at your venue or online (up to 2 hours). <i>Includes talks, workshops, facilitated study sessions</i> <i>Educational group photograph or digital permit</i> <i>Tutor to sign copyright form</i>	£65 per session £30.00 (up to max 15 people)
Group workshops at HALS <i>e.g. family history, introduction to using HALS for research</i>	£65 for up 2 hours (max 15); a variety of topics are available; larger groups can be accommodated by arrangement
New talks and bespoke workshops , tours and study days at HALS or your own venue	Prices start at £110 for a one-hour event. Please contact us to discuss your requirements

<i>Charges cover talk delivery time plus research/preparation time charged according to the research service fee.</i>	
Family History surgery (one hour session, advice on family history problem-solving by a member of HALS staff. By arrangement)	£15.40
Bespoke research visit (one to one session: undertaking research on a topic of your choice, with individual support from a dedicated member of HALS staff in the reading room. By arrangement).	£88 per hour Additional charges will apply for copying or other services.
Loan of HALS displays <i>Copyright restrictions may apply in some cases</i>	£38.50 (per loan period up to max six weeks)
Loan of HALS display cases/boards Flat tabletop cases and/or vertical folding display boards Borrower must collect/return	£13.20 each or £24.20 for 3 (per loan period up to max six weeks)
New displays Research and preparation to produce a new display to your requirements using material in HALS/local studies collection. This includes any work to adapt and copy an existing display. <i>Copyright restrictions may apply in some cases</i>	£39.60 per hour/£19.80 per half hour or part thereof for staff time Plus cost of copies/materials
Room hire The Lionel Munby Room, Local Studies Library and other spaces at HALS are available for local history groups and societies to use for your own meetings and events. <i>HALS Terms and conditions apply</i>	£11 per hour (not for profit organisations) £27.50 per hour (commercial). <i>Fees to cover insurance, equipment or additional services may apply</i>
Stalls and Pop-up Shop hire <i>HALS Terms and conditions apply</i>	£18.15 + vat per day or part thereof (not for profit organisations) £38.50 + vat per day or part thereof (commercial) Fees to cover insurance may apply
Display Space hire <i>Spaces and exhibition cases of varying sizes subject to availability.</i> <i>HALS Terms and conditions apply</i>	£22.00 + vat per week (not for profit organisations) £49.50 + vat per week (commercial) Fees to cover insurance may apply
Display of Commercial Posters: profit making organisations only <i>HALS Terms and conditions apply</i>	A5 £3.60 + vat per week A4 £7.20 + vat per week A3 £10.80 + vat per week
Use of computers for research	

Use for historical research, access to digital surrogates and catalogues	Free of charge			
Use for non-HALS related research: Library members up to each day	2 hours free of charge – extra time at 4p per minute			
Use for non-HALS related research: non-members	£3.00 up to 30 minutes			
Reproduction rights				
Where permission is granted for reproduction of material held in HALS or in Libraries local studies collections, the following fees will apply. These fees are in addition to the cost of supplying the image				
Publication research Picture and caption research, advice on sources	£19.80 per 30 minutes/£39.60 per 60 minutes			
Books, periodicals, journals, exhibition catalogues etc.	One country	Worldwide rights or E-books	Single country rights and E-book	World Rights and E-book
Journal or newsletter published directly by Hertfordshire based heritage organisations or Hertfordshire based not for profit organisations and distributed to directly to members. <i>Copies of the publication may be requested based on number of images used.</i>	£11.00	See website charges for online publication if in addition to primary method of direct distribution to members	See website charges	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. <i>Copies of the publication maybe requested based on number of images used</i>	£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)	See website charges	See website charges
Business report including archaeology, building reports, planning applications (up to 10 copies)	£27.50	See website charges	See website charges	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	See website charges	See website charges
Print run: from 11 up to 200	£16	£24	£24	£36
Print run: from 201 up to 300	£22	£33	£33	£49.50

Print run: from 301 up to 500	£33	£66	£66	£99
Print run: from 501 up to 1000	£38.50	£77	£77	£115.50
Print run: from 1001 up to 2000	£44	£88	£88	£132
Print run: from 2001 up to 5000	£88	£176	£176	£264
Print run: above 5000	£110	£220	£220	£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	£176	£264
Use of image on cover, print run: from 2001 up to 5000	£176	£352	£352	£528
Use of image on cover, print run: above 5000	£220	£440	£440	£660
Newspapers/ Magazines	One country/print edition		Worldwide rights / online edition	
National	£155		£310	
Local	£82.50		£155	
<i>Note: where used as part of a HALS promotion the fee will be waived.</i>				
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 commercial TV/Film or use in film online	1 st broadcast /each subsequent repeat Initial price includes presence on catch-up for one month	5 years either terrestrial or non-terrestrial	10 years either terrestrial or non-terrestrial	
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 etc.: not online	Free (1 year licence)	Free (5 year licence)	Free (5 year licence)	
Educational use in school/university etc.: including online	£22 (1 year licence)	£44	£88	
<i>All rights are non-exclusive. Resale/relicensing to other broadcasters will necessitate re-application for rights.</i>				
Use of image on website/Internet use (low resolution image only)	Worldwide rights: 1 year	Worldwide rights: 5 years	Worldwide rights: 10 years	
Post on www.hertsmemories.org.uk network	Free	Free	Free	
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 part of a larger digital project – a partnership agreement will be required.				
<i>All charges include VAT at 20% where this is applicable.</i>				

<i>Services are offered subject to capacity. Terms and conditions will apply to specific services.</i>			
Use of image on social media including YouTube (low resolution images only)	1 year	5 years	10 years
Post on www.hertsmemories.org.uk network	Free	Free	Free
Local history group social media feed or blog.	£11	£22	£44
Other not for profit social media feed/blog.	£11	£22	£44
Academic social media feed or blog	£22	£44	£88
Commercial social media feed or blog	£33	£66	£132
<i>For large quantities of images or where the requested use is part of a larger digital project – a partnership agreement will be required.</i>			