CHARGES FROM 7 JANUARY 2020

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.

<table>
<thead>
<tr>
<th>Copy charges for visitors to Hertfordshire Archives &amp; Local Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Photocopies</strong></td>
</tr>
<tr>
<td>Books, journals and pamphlets A4/A3 (self-service) black and white</td>
</tr>
<tr>
<td>Books, journals and pamphlets A4/A3 (self-service) colour</td>
</tr>
<tr>
<td>Maps and documents A4 / A3 (by staff) black and white</td>
</tr>
<tr>
<td>Maps and documents A4 / A3 (by staff) colour</td>
</tr>
<tr>
<td><strong>Computer print outs (self service)</strong></td>
</tr>
<tr>
<td>Black and white / colour</td>
</tr>
<tr>
<td><strong>Microfilm print outs (self service)</strong></td>
</tr>
<tr>
<td>A3</td>
</tr>
<tr>
<td><strong>Digital capture (by staff)</strong></td>
</tr>
<tr>
<td><strong>Quotation for copying</strong> - research to identify documents &amp; the cost of supplying copies</td>
</tr>
<tr>
<td><strong>Copying original documents up to A2 size</strong></td>
</tr>
<tr>
<td>Per item, minimum charge, includes up to 5 images; reduced charge per image for subsequent images from the same item, supplied as jpeg</td>
</tr>
<tr>
<td>Per item, minimum charge, includes up to 5 images; reduced charge per image for subsequent images from the same item; supplied as TIFF</td>
</tr>
<tr>
<td><strong>Copying original documents larger than A2 size</strong></td>
</tr>
<tr>
<td>Per item, minimum charge, includes up to 5 images; reduced charge per image for subsequent images from the same item, supplied as jpeg</td>
</tr>
<tr>
<td>Per item, minimum charge, includes up to 5 images; reduced charge per image for subsequent images from the same item; supplied as TIFF</td>
</tr>
<tr>
<td><strong>Any unusually complex or large copy orders will require discussion in advance to agree a schedule of work – please contact us with your requirements</strong></td>
</tr>
</tbody>
</table>

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: £36 per hour/ £18 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. The time includes any necessary reporting. By agreement subject to staff availability.

£72 for two hour assessment

www.hertfordshire.gov.uk/hals
### Copies

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per will / per copy</td>
<td>£10.40</td>
<td></td>
</tr>
</tbody>
</table>

### 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 £60 per hour/£30 per half hour or part thereof (e.g. for flattening)

### Image Manipulation

(e.g. using Photoshop) and processing; OCR (Optical Character Recognition)

£36 per hour/£18 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 us with your requirements.

£36 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.

£72 for two hour assessment

### CD Rom / Memory Stick

(additional charge for supplying copies on CD or memory stick, includes postage)

£2.00 / £7.00

### Tithe Map

Copies (on CD with index and viewing software, includes P&P)

£35

### Provision of Ordnance Survey Maps for Planning Application Purposes

(via Latitude, for visitors to HALS)

A4 printed copies – colour or black and white

<table>
<thead>
<tr>
<th>Scale</th>
<th>Urban</th>
<th>Rural Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:500</td>
<td>£15</td>
<td>£15</td>
</tr>
<tr>
<td>1:1250 (4ha)</td>
<td>£25</td>
<td>£20</td>
</tr>
<tr>
<td>1:2500</td>
<td>£60</td>
<td>£25</td>
</tr>
</tbody>
</table>

Electronic copy - pdf

<table>
<thead>
<tr>
<th>Scale</th>
<th>Urban</th>
<th>Rural Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:500</td>
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<td>£24</td>
</tr>
<tr>
<td>1:2500</td>
<td>£72</td>
<td>£30</td>
</tr>
</tbody>
</table>

### 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.

- £10 per day, £100 annual (single form of capture, specified)
- £15 per day, £150 annual (combined)

Permits for using both camera and digital microfilm reader are available.
**Commercial photography & filming (customer’s own)**  
Use of HALS premises/materials

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.

Use of HALS camera equipment by local history societies and groups may be possible by arrangement – a partnership agreement will apply.

| Commercial photography & filming (customer’s own) | Still photography £50 per hour or part thereof  
Filming £100 per hour or part thereof |
|---|---|

<table>
<thead>
<tr>
<th>Research &amp; specialist services</th>
</tr>
</thead>
</table>

| Research Service (for remote customers) | £18 per 30 minutes  
£36 per 60 minutes  
£54 per 90 minutes |
|---|---|

The research service is carried out in 30 minute units. The staff time paid for includes producing the report. One unit = 30 minutes

This does not include provision of copies, however a quote for copies can be included in our search report if required

120 minutes (4 units) maximum in any one transaction; Additional time is available by arrangement.

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

60 minutes (2 units) maximum in any one transaction; additional time by arrangement

Expediting search and copy fees

Additional fee for urgent requests which we endeavour to complete within 24 hours

Certified copies and transcripts

Certified transcripts of Church of England baptisms, marriages and burials (Hertfordshire only)

Certified transcript or copy of vehicle registration entry (includes copy)

Certification of other documents (in addition to the cost of the copy)

Postage and packing (Heritage Shop goods e.g. books, maps) per order.

Specialist post, packaging and printing

Charges will be passed on for any additional services e.g. courier costs, printing costs

Overseas orders

Overseas orders may incur additional administration fees – staff will advise where is applicable.
This does not apply to payments made online via the Heritage Shop

<table>
<thead>
<tr>
<th>Advice, Archive and Conservation services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community project support – initial 1 hour consultation meeting at HALS</td>
</tr>
<tr>
<td><strong>Professional advice</strong> (e.g. exhibition planning, advice on history projects, training e.g. copyright, digitisation)</td>
</tr>
<tr>
<td><strong>Archive cataloguing &amp; collection assessment</strong>, bespoke archive collection training</td>
</tr>
<tr>
<td><strong>Conservation services</strong> - assessment, conservation treatment &amp; repair, specialist packaging, advice on document display and exhibition installation; bespoke preservation training</td>
</tr>
<tr>
<td><strong>Storage and retrieval services</strong></td>
</tr>
</tbody>
</table>

**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 Museums 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**

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.

£60

Plus any charges for additional services or costs as above.

The loan administration fee may be waived where a partnership agreement applies.

**Learning and Outreach Services**

**Talks** for groups and societies in Hertfordshire (your venue or at HALS)

£65 for one hour including questions; a variety of topics are available

Talks for groups and societies based outside Hertfordshire (your venue or at HALS)

£75 plus travel expenses for one hour including questions; a variety of topics are available
<table>
<thead>
<tr>
<th><strong>Group visits to HALS</strong></th>
<th></th>
</tr>
</thead>
</table>
| Three options for tour: Reading rooms and archive store; Conservation Studio; Viewing selection of documents to suit your interests | Any two options: £35 per group (up to max 15 people); £65 per group (up to a maximum of 30 people)  
All three options: £50 per group (up to max 15 people); £80 per group (up to a maximum of 30 people) |

**School, college and university visits** at HALS or at your venue (up to 2 hours).
*Includes talks, workshops, facilitated study sessions*

<table>
<thead>
<tr>
<th><strong>Group workshops</strong> at HALS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. family history, introduction to using HALS for research</td>
<td>£65 for up 2 hours (max 15); a variety of topics are available; larger groups can be accommodated by arrangement</td>
</tr>
</tbody>
</table>

**New talks and bespoke workshops**, tours and study days at HALS or your own venue

<table>
<thead>
<tr>
<th><strong>Charges cover talk delivery time plus research/preparation time charged according to the research service fee.</strong></th>
<th></th>
</tr>
</thead>
</table>

**Family History surgery** (one hour session, advice on family history problem-solving by a member of HALS staff. By arrangement)

|  | £14.00 |

**Family history tasters** (two hour introduction for beginners or next steps at your local library. By arrangement)

|  | £12.00 per person, minimum 6 people |

**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).

|  | £80 per hour  
Additional charges will apply for copying or other services. |

**Loan of HALS displays**

*Copyright restrictions may apply in some cases*

|  | £35 (up to four weeks) |

**Loan of HALS display cases/boards**

|  | £12 each or £22 for three (flat table top cases) and £12 (vertical folding display board) per loan period up to four weeks |

**New displays**

|  | £36 per hour/ £18 per half hour or part thereof for staff time  
Plus cost of copies/materials |

**Copyright restrictions may apply in some cases**

**Room hire**

|  | £10 per hour (not for profit) |
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.  

**HALS Terms and conditions apply**

<table>
<thead>
<tr>
<th><strong>Charges continued</strong></th>
<th><strong>Description</strong></th>
<th><strong>Cost</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Stalls and Pop-up Shop hire</strong></td>
<td></td>
<td>£15.00 per day or part thereof (not for profit organisations £30.00 per day or part thereof (commercial))</td>
</tr>
<tr>
<td><strong>Display Space hire</strong></td>
<td>Spaces and exhibition cases of varying sizes subject to availability.</td>
<td>£18.00/£24.00 per week (not for profit organisations) £36.00/£40.00 per week (commercial)</td>
</tr>
</tbody>
</table>
| **Display of Commercial Posters** | | A5 £2.50 per week  
A4 £5.00 per week  
A3 £7.50 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 1 hour each day** | Free of charge – extra time at 4p per minute |
| | **Use for non-HALS related research - Non-library members** | £2.00 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 | £18 per 30 minutes/£36 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 | Free, See website charges, See website charges, See website charges |
| **Works published directly by Herts based and small museums / heritage organisations or other local not for profit organisations.** | | See website charges |
| E.g. local history publication, community group magazine or newsletter. | | |

www.hertfordshire.gov.uk/hals
**Copies of the publication may be requested based on number of images used.**

<table>
<thead>
<tr>
<th>Thesis/student project: not for publication</th>
<th>Free</th>
<th>Free (electronic, intranet use)</th>
<th>See website charges</th>
<th>See website charges</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Self-publishing: family or Herts local history; print run &lt; 10 Includes privately produced family histories</strong></td>
<td>£5</td>
<td>See website charges</td>
<td>See website charges</td>
<td>See website charges</td>
</tr>
<tr>
<td><strong>Business report including archaeology, building reports, planning applications (up to 10 copies)</strong></td>
<td>£25</td>
<td>See website charges</td>
<td>See website charges</td>
<td>See website charges</td>
</tr>
</tbody>
</table>

For all other categories not listed above:

| Print run: up to 500 | £30 | £60 | £60 | £90 |
| Print run: from 501 up to 1000 | £35 | £70 | £70 | £105 |
| Print run: from 1001 up to 2000 | £40 | £80 | £80 | £120 |
| Print run: from 2001 up to 5000 | £80 | £160 | £160 | £240 |
| Print run: above 5000 | £100 | £200 | £200 | £300 |

Use of image on cover, print run: up to 500

| Use of image on cover, print run: from 501 up to 1000 | £70 | £140 | £140 | £210 |
| Use of image on cover, print run: from 1001 up to 2000 | £80 | £160 | £160 | £240 |
| Use of image on cover, print run: from 2001 up to 5000 | £160 | £320 | £320 | £480 |
| Use of image on cover, print run: above 5000 | £200 | £400 | £300 | £600 |

**Newspapers/Magazines**

| National | £150 | £300 |
| Local    | £75  | £150 |

Note: where used as part of a HALS promotion the fee will be waived.

**Exhibitions**

<table>
<thead>
<tr>
<th>Local not for profit organisation or Herts museum</th>
<th>Commercial organisation or national museum</th>
<th>Schools: HCC</th>
<th>Other educational establishments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free admission</td>
<td>£80</td>
<td>Free</td>
<td>Free</td>
</tr>
<tr>
<td>Paid admission</td>
<td>£80</td>
<td>Free</td>
<td>By agreement</td>
</tr>
</tbody>
</table>

**Lectures/talks/teaching**

<table>
<thead>
<tr>
<th>Local non profit making organisation or Herts museum</th>
<th>Commercial use by organisation or individual / out of county organisation</th>
<th>Schools</th>
<th>Other educational establishments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free</td>
<td>£40</td>
<td>Free</td>
<td>Free</td>
</tr>
</tbody>
</table>
### Charges continued

<table>
<thead>
<tr>
<th>Internal teaching, within own organisation only</th>
<th>Advertising, publicity and promotion</th>
<th>Local not for profit organisation – use for publicity only</th>
<th>Local small scale (includes not for profit or local small scale commercial)</th>
<th>UK only</th>
<th>Worldwide rights or online use</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Free</td>
<td>£60</td>
<td>£120</td>
<td>£240</td>
<td></td>
</tr>
</tbody>
</table>

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.

#### Use of image on social media (low resolution images only)

<table>
<thead>
<tr>
<th>Use on</th>
<th>1 year</th>
<th>5 years</th>
<th>10 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post on <a href="http://www.hertsmemories.org.uk">www.hertsmemories.org.uk</a> network</td>
<td>Free</td>
<td>Free</td>
<td>Free</td>
</tr>
<tr>
<td>Local history group social media feed or blog</td>
<td>£10</td>
<td>£20</td>
<td>£40</td>
</tr>
<tr>
<td>Other not for profit social media feed or blog</td>
<td>£10</td>
<td>£20</td>
<td>£40</td>
</tr>
<tr>
<td>Academic social media feed or blog</td>
<td>£20</td>
<td>£40</td>
<td>£80</td>
</tr>
<tr>
<td>Commercial social media feed or blog</td>
<td>£30</td>
<td>£60</td>
<td>£120</td>
</tr>
</tbody>
</table>

*For large quantities of images or where the requested use is part of a larger digital project – a partnership agreement will be required.*

#### Use of image in commercial TV/Film or use in film online

<table>
<thead>
<tr>
<th>Use on</th>
<th>1st broadcast /each subsequent repeat</th>
<th>5 years either terrestrial or non-terrestrial</th>
<th>10 years either terrestrial or non-terrestrial</th>
</tr>
</thead>
<tbody>
<tr>
<td>UK Regional</td>
<td>£55/£30</td>
<td>£75</td>
<td>£150</td>
</tr>
<tr>
<td>UK/EU/Single Country</td>
<td>£105/£55</td>
<td>£200</td>
<td>£400</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------</td>
<td>--------------------------</td>
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</tr>
<tr>
<td></td>
<td>£205/£105</td>
<td>£55</td>
<td>£105</td>
</tr>
<tr>
<td></td>
<td>£400</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>£800</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educational use in school/university etc.: not online</td>
<td>Free (1 year licence)</td>
<td>Free (5 year licence)</td>
<td>Free (5 year licence)</td>
</tr>
<tr>
<td>Educational use in school/university etc.: including online</td>
<td>£20 (1 year licence)</td>
<td>£40</td>
<td>£80</td>
</tr>
</tbody>
</table>

*All rights are non-exclusive. Resale/relicensing to other broadcasters will necessitate re-application for rights.*

<table>
<thead>
<tr>
<th>Use of image on website/Internet use (low resolution image only)</th>
<th>Worldwide rights: 1 year</th>
<th>Worldwide rights: 5 years</th>
<th>Worldwide rights: 10 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post on <a href="http://www.hertsmemories.org.uk">www.hertsmemories.org.uk</a> network</td>
<td>Free</td>
<td>Free</td>
<td>Free</td>
</tr>
<tr>
<td>Local history group website</td>
<td>£10</td>
<td>£20</td>
<td>£40</td>
</tr>
<tr>
<td>Other not for profit website</td>
<td>£10</td>
<td>£20</td>
<td>£40</td>
</tr>
<tr>
<td>Academic website</td>
<td>£20</td>
<td>£40</td>
<td>£80</td>
</tr>
<tr>
<td>Commercial website</td>
<td>£30</td>
<td>£60</td>
<td>£120</td>
</tr>
</tbody>
</table>

For large quantities of images or where the requested use is part of a larger digital project – a partnership agreement will be required.

*All charges include VAT at 20% where this is applicable.*

*Services are offered subject to capacity. Terms and conditions will apply to specific services.*