

## Hertfordshire Archives and Local Studies (HALS)

### CHARGES FROM 3 April 2018

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.

<b>Copy charges for visitors to Hertfordshire Archives &amp; Local Studies</b>	
<b>Photocopies</b>	
Books, Journals and pamphlets, A4 / A3 (self service)	10p / 20p
Maps and documents A4 / A3 (by staff)	50p / £1.00
<b>Computer print outs (self service)</b>	
Black and white / colour	20p / 50p
<b>Microfilm print outs (self service)</b>	
A4 / A3	80p / £1.60
<b>Digital capture (by staff)</b>	
<b>Use of library computers for non-HALS based research</b>	
Library members up to 1 hour each day	Free of charge – extra time is 4p per minute
Non-library members	£1.25 up to 30 minutes
Non-library members	£2.50 up to 1 hour
<b>Quotation for copying</b> - research to identify documents & cost of supplying copies	£15 per 30 minutes (as per search service)
<b>Copying original documents up to A2 size</b>	
Per item, minimum charge, includes up to 5 images; reduced charge per image for subsequent images from the same item, supplied as jpeg	£10 / £1 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	£20 / £2 per subsequent image
<b>Copying original documents larger than A2 size</b>	
Per item, minimum charge, includes up to 5 images; reduced charge per image for subsequent images from the same item, supplied as jpeg	£15 / £1 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	£30 / £2 per subsequent image
<b>Hertfordshire wills / Hertfordshire Names Online copies</b>	
Per will / per copy	£10
<b>Preparation of documents for copying</b> Where a document cannot be safely copied without flattening or conservation treatment being undertaken first, this will incur a separate charge	Conservation £60 per hour/£30 per half hour or part thereof (e.g. for flattening, includes assessment)
Image manipulation (e.g. using Photoshop) and processing	£36 per hour/£18 per half hour or part thereof
Unusually complex or large orders will require discussion in advance – please contact us with your requirements	£36 per hour or part there of

<b>CD Rom (additional charge for supplying copies on CD)</b>	£1.50	
<b>Provision of Ordnance Survey Maps for planning application purposes</b> (via Latitude, for visitors to HALS) A4 printed copies – colour or black and white	Urban	Rural data
1:500	£15	£15
1:1250 (4ha)	£25	£20
1: 2500	£60	£25
Electronic copy - pdf	Urban	Rural data
1:500	£18	£18
1:1250 (4ha)	£30	£24
1: 2500	£72	£30
<b>Tithe map copies</b>		
Tithe map copies (on CD with index and viewing software, includes P&P)	£35	
<b>Duplicate microfilm where available</b>	£50 per reel	
<b>Digital capture (self-service)</b>		
<b>Permits</b> Permits allow an unlimited number of copies within a specified time period for customers using their own camera or using digital microfilm readers. A combined permit for using both camera and digital microfilm reader is available.	£10 per day, £100 annual (single form of capture, specified)  £15 per day, £150 annual (combined)	
<b>Commercial photography &amp; filming (customer's own)</b> Use of HALS premises/materials  Additional charges will apply for any research, preparation or reproduction rights required	Still photography £50 per hour or part thereof Filming £100 per hour or part thereof	
Use of HALS camera equipment by local history societies and groups may be possible by arrangement – a partnership agreement will apply		
<b>Search &amp; specialist services</b>		
<b>Search Service (for remote customers)</b>		
The search service is carried out in 30 minute units. This does not include provision of copies. A quote for copies will be included in our search report	£15 per 30 minutes	
60 minutes (2 units) maximum in any one transaction	£30 per 60 minutes	
<b>Expedited search and copy fees</b>		
Additional fee for urgent requests which we endeavour to complete within 24 hours	£36 (in addition to usual cost e.g. of copies or certified entry)	
<b>Certified copies and transcripts</b>		
Certified transcripts of Church of England baptisms, marriages and burials (Hertfordshire only)	£15	
Certified transcript or copy of vehicle registration entry (includes copy)	£15	
Certification of other documents (in addition to the cost of the copy)	£15	

<b>Professional advice</b> (e.g. archive collection care, exhibition display, advice on history projects, specialist training)	£60 per hour
<b>Translation/transcription</b> of original documents	£60 per hour
<b>Digitisation services provided by HALS</b> (staff copying customer's own documents). Unusually complex or large orders will require discussion in advance – please contact us with your requirements.	£36 per hour or part thereof
<b>Conservation services provided by HALS</b> (staff treating customer's own documents)	£60 per hour or part thereof Plus cost of materials
<b>Postage and packing (as applicable e.g books, maps)</b>	£3.50 UK / £10 overseas
<b>Overseas orders</b> Please note that 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	
<b>Learning and Outreach Services</b>	
<b>Talks and film shows</b> or groups and societies in Hertfordshire (your venue or at HALS)	£60 for one hour including questions; a variety of topics are available
Talks and film shows for groups and societies based outside Hertfordshire (your venue or at HALS)	£70 for one hour including questions; a variety of topics are available
<b>Tours at HALS</b>  Three options: Reading rooms and archive store; Conservation Studio; Viewing selection of documents to suit your interests	Any two options: £30 per group (up to max 15 people); £60 per group (up to a maximum of 30 people)  All three options: £45 per group (up to max 15 people); £75 per group (up to a maximum of 30 people)
<b>Educational visits</b> and study sessions at HALS or at your venue (up to 2 hours)	£60 per session
<b>Group workshops</b> at HALS or your venue	£60 for up to 2 hours (max 15); a variety of topics are available
<b>New talks and bespoke workshops</b> , tours and study days	Prices start at £75 for a one hour event. Please contact us to discuss your requirements
Family History surgery (one hour, one to one support by a member of HALS staff)	£10
<b>Loan of HALS displays</b>	£30 (up to four weeks)
<b>Loan of HALS display cases/boards</b> Borrower must collect/return	£10 each or £20 for three (flat table top cases) and £10 (vertical folding display board) per loan period
<b>Room hire</b> The Lionel Munby Room and other spaces at HALS are available for local history groups and societies to use for your own meetings and events. HALS Terms and	£10 per hour (not for profit organisations)  Fees to cover insurance, equipment

conditions apply		or additional services may apply		
<b>Reproduction rights</b>				
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				
<b>Books, periodicals, journals, exhibition catalogues etc</b>		One country	Worldwide rights / E-books/ Online	
Local history publication, community magazine or newsletter, published directly by the local history society or local community group themselves on a not for profit basis		Free	N/A	
Works published by Herts based and small museums / heritage organisations or other local not for profit organisations		Free	N/A	
Works published by National or large out of county museums / heritage organisations or national not for profit organisations		£40	£80	
Self publishing: family or Herts local history; print run < 10		£5	N/A	
Self publishing: family or Herts local history, print run >10 <500		£10	N/A	
Business report including archaeology		£20	N/A	
Print run <2000: academic or local history publisher, self publishing (non Herts local history)*		£30	£60	
Print run <2000: commercial		£50	£100	
Print run 2001 -4999: commercial		£75	£150	
Print run >5000: commercial		£100	£200	
Thesis/student project: not for publication		Free	Free	
*The publication will be of academic or local history interest, published by an academic or local history publisher or equivalent and have a print run of less than 2000. It also includes self - publishing. Authors will usually be paying for illustrations themselves. Where the print run is larger than 2000, commercial rates will apply				
<b>Newspapers/ Magazines</b>		One country / print edition	Worldwide rights / online editions	
National		£150	£300	
Local		£75	£150	
Note: where used as part of a HALS promotion the fee will be waived.				
<b>Exhibitions</b>	Local not for profit organisation or Herts museum	Commercial organisation or national museum	Schools: HCC	Other educational establishments
Free admission	Free	£80	Free	Free
Paid admission	Free	£80	Free	By agreement
<b>Lectures/talks/ teaching</b>	Local non profit making	Commercial use by organisation or	Schools	Other educational

	organisation or Herts museum	individual / out of county organisation		establishments
For use in internal teaching, within own organisation only	Free	£40	Free	Free
<b>Advertising and promotion</b>	Local not for profit organisation – use for publicity only	Local small scale (not for profit or local small scale commercial)	UK only	Worldwide rights or online use
Includes auction catalogues, merchandising, postcards, business premises decoration, set dressing etc A licence agreement may apply.	Free	£60	£120	£240
<b>Film/TV</b>		One country	Worldwide rights	
Local		£50	N/A	
National		£100	£200	
Prices are for two broadcasts and presence on online catch-up service for up to one month. For rights to further repeat a specific amount of times, broadcast online for more than one month, release on DVD or licence to another channel, charge is 50% of above for each repeat. Rights for specific periods: by negotiation.				
<b>Website/Internet</b>		Worldwide rights (low res only): 1 year	Worldwide rights (low res only): 5 years	
		Colour	Colour	
Herts Memories		Free	Free	
Other local history/not for profit website/blog		£10	£20	
Academic		£20	£40	
Commercial		£30	£60	
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 where this is applicable.