

Hertfordshire Archives and Local Studies (HALS)

CHARGES FROM 4 July 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.

Copy charges for visitors to Hertfordshire Archives & Local Studies	
Photocopies	
Books, Journals and pamphlets, A4 / A3 (self service)	10p / 20p
Maps and documents A4 / A3 (by staff)	50p / £1.00
Computer print outs (self service)	
Black and white / colour	20p / 50p
Microfilm print outs (self service)	
A4 / A3	80p / £1.60
Digital capture (by staff)	
Quotation for copying - research to identify documents & the cost of supplying copies	£18 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	£10.20 / £1.05 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	£20.40 / £2.05 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	£15.30 / £1.05 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	£30.60 / £2.05 per subsequent image
<i>Unusually complex or large copy orders will require discussion in advance – please contact us with your requirements</i>	£36 per hour or part there of
Hertfordshire wills / Hertfordshire Names Online copies	
Per will / per copy	£10.20
Preparation of documents for copying 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). <i>Unusually complex or large orders will require discussion in advance – please contact us with your requirements.</i>	£36 per hour or part thereof	
CD Rom /Memory stick (additional charge for supplying copies on CD or memory stick, includes postage)	£2.00 / £6.00	
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	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
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. 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)	
Commercial photography & filming (customer's own) Use of HALS premises/materials <i>Additional charges will apply for any research, preparation or reproduction rights required</i>	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		
Research & specialist services		
Research Service (for remote customers)		
The research service is carried out in 30 minute units. The staff time paid for includes producing the report. One unit = 30 minutes <i>This does not include provision of copies, however a quote for copies will be included in our search report</i>	£18 per 30 minutes £36 per 60 minutes £54 per 90 minutes	
120 minutes (4 units) maximum in any one transaction; additional time by arrangement	£72 per 120 minutes	

Translation/transcription of original documents 60 minutes (2 units) maximum in any one transaction; additional time by arrangement	£60 per hour
Expedited search and copy fees	
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)
Certified copies and transcripts	
Certified transcripts of Church of England baptisms, marriages and burials (Hertfordshire only)	£15/£10
Certified transcript or copy of vehicle registration entry (includes copy)	£15
Certification of other documents (in addition to the cost of the copy)	£15
Postage and packing (Heritage Shop goods e.g books, maps) per order.	
	£3.80 UK / £9.40 Europe/ £14.25 other overseas
Overseas orders 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	
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, specialist training e.g. copyright, digitisation)	£60 per hour
Archive cataloguing & collection assessment, bespoke archive collection training	£60 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, bespoke preservation training	£60 per hour or part thereof Plus cost of materials and travel expenses if site visit required
Storage and retrieval services	Prices from £7.35 per shelf per year, dependant on services required
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
Tours at HALS	Any two options: £30 per group (up to max 15 people); £60 per group

Three options: Reading rooms and archive store; Conservation Studio; Viewing selection of documents to suit your interests	(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)
Educational visits and study sessions at HALS or at your venue (up to 2 hours)	£65 per session
Group workshops at HALS or your venue	£65 for up to 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 <i>Charges cover talk delivery time plus research/preparation time charged according to the research service fee.</i>	Prices start at £100 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)	£12.50
Family history taster (two hour introduction either at HALS or your local library by arrangement)	£10 per person, minimum 6 people
Loan of HALS displays	£30 (up to four weeks)
Loan of HALS display cases/boards Borrower must collect/return	£10 each or £20 for three (flat table top cases) and £10 (vertical folding display board) per loan period up to four weeks
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. HALS Terms and conditions apply	£10 per hour (not for profit organisations) £20 per hour (commercial). <i>Fees to cover insurance, equipment or additional services may apply</i>
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 is 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
Works published directly by Herts based and small museums / heritage organisations or other local not for profit organisations. e.g. local history publication, community group magazine or newsletter. <i>Copies of the publication may be requested based on number of images used.</i>	Free	See website charges	See website charges	See website charges
Thesis/student project: not for publication Copy of thesis may be requested	Free	Free (electronic, intranet use)	See website charges	See website charges
Self-publishing: family or Herts local history; print run < 10 Includes privately produced family histories	£5	See website charges	See website charges	See website charges
Business report including archaeology, building reports, planning applications (up to 10 copies)	£25	See website charges	See website charges	See website charges
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	£60	£120	£120	£180
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	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.				
Exhibitions	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
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	£40	Free	Free
Advertising and promotion	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
Use of image in commercial TV/Film or use in film online		1st broadcast /each subsequent repeat Initial price includes presence on catch-up for one month	5 years either terrestrial or non-terrestrial	
UK Regional		55/30	75	
UK/EU/Single Country		105/55	200	
World		205/105	400	
DVD Release: UK Regional		£55	N/A	

DVD Release: UK National	£105	N/A
DVD Release: World	£205	N/A
Educational use in school/university etc.: not online	Free	N/A
Educational use in school/university etc.: including online	£20 (1 year licence)	£40
All rights are non-exclusive. Resale/relicensing to other broadcasters would necessitate re-application for rights.		
Website/Internet	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 at 20% where this is applicable.