

GLAMORGAN RECORD OFFICE

FEES & CHARGES

Photocopies and laser copies.

Black and white photocopies	A3, A4	£0.40
	A0 plans	£2.00
Colour laser copies *	A3, A4	£1.00
Colour laser copies from slides *	£2.00	
Large format colour copies *	A2	£25.34
	A1	£30.00
	A0	£48.85
Scanning to Tiff (A2, A1, A0)	Prices on request	
Microform printouts	A4	£0.40
CD Rom prints (from indexes held by GRO etc.)	A4	£0.40

Please note that while we endeavour to process all orders quickly and often on demand, there may be a delay during busy periods.

The minimum charge for orders received by post is £2.50



We aim to complete photocopying orders within 5 working days.

* Colour laser copying and large format photocopying is produced externally so there may be a short delay in processing orders, but we aim to provide these services within 10 working days.

Please note that we are not always able to provide photocopies. Photocopying is subject to the document's physical condition and make-up, copyright regulations and to any restrictions imposed by the depositor. A member of staff will be able to advise you.

Certified Copies

Certified Copies	£5.00
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Digital Photography

The Record Office is now able to offer a digital photography service. This will allow us to provide copies of documents to the public when, because of size, or the danger of damaging the document, photocopying is not possible.

These copies can be provided either stored on a CD-ROM or as an inkjet print-out.

Images stored to CD	
1st image	£3.50
Subsequent images (saved to same CD)	£1.20
Hard Copy Print-out	
1st copy printout (up to A3)	£3.90
Subsequent copies (per printed page)	£2.70

Postage and packaging is charged at £1.00 for CD's, and £1.00 for up to 10 sheets of A4

Standard Photography

Standard photography is another option when a document is unsuitable for photocopying. The price of the photograph is partly dependent on whether the Record Office holds an existing negative. Orders which require a new negative to be taken are usually processed on the 15th day of each month.

Size (inches)	With a Negative	Without Negative
6 x 4	Not Available	£10.00
7 x 5	£10.00	£12.00
10 x 8	£12.00	£14.00
16 x 12	£16.00	£19.00



We aim to provide these services within 40 working days

Slides	(Minimum order of 5 slides)	£5.88
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Conservation Materials

Acid free document and print envelopes	6 x 9 inches (152 x 229 mm) A5	£0.50
	9 x 12 inches (229 x 305 mm) A4	£0.60
	9½ x 14¾ inches (241 x 375 mm) Foolscap	£0.65
Acid free file folders	9½ x 14¾ inches (241 x 375 mm) Legal size	£0.70

Acid free storage boxes	16 x 11 x 5 inches (406 x 279 x 127 mm)	£3.00
Polyester pockets	2½ x 3¾ inches (64 x 95 mm) Carte de visite	£0.30
	3½ x 6 inches (99 x 151 mm) Postcard	£0.30
	5 x 7 inches (127 x 178 mm) Cabinet	£0.40
	8¼ x 10¼ inches (210 x 260 mm)	£0.50
Unbleached cotton tape	½ inch tape	£0.40 per metre
Cotton researcher gloves	One size	£1.50 per pair
Filmoplast P & P90 <i>Acid free self adhesive paper based repair tapes</i>	Transparent (P)	£8.50
	Opaque (P90)	£8.50

Individual bulk orders can also be made. Please contact us for more details

Services

Hire of microform machine	£0.50 per half hour (or part thereof)
Research Service *	£15.00 per hour
Research service for commercial purposes *	£30.00 per hour
Conservation	£25.00 per hour, plus materials
Group visits to the Record Office	£15.00 for one hour £25.00 for two hours

* We do not undertake research services of more than two hours at one time. This allows us to maintain a reasonable turnover of searches and permits the client to control the progress and cost of the research.



We aim to reply within 10 working days, (unless the enquiry is particularly complicated.)

Books, videos, CD's etc.	Single Country (cover usage)	Worldwide (cover usage)
Print run less than 1000	£15	£30
Print run of 1000-5000	£50 (£70)	£100 (£140)
Print run of 5000+	£150 (£210)	£300 (£420)
Newspapers and Magazines	£120	£240
Newspapers and Magazines (local)	£50	N/A

Internet

Digital image mounted on site	1 year	5 years
Educational	£10	£30
Commercial	£35	£130

Film and Television

Flash Fee (6 seconds)	Single Transmission	Unlimited 5 years
Local	£30	By negotiation
UK and Europe	£70	By negotiation
World	£150	
Extended Play	By negotiation	
Promotional/ Advertising Use	By negotiation	

Please note that these fees only cover reproduction rights.

The provision of copies will also be subject to a charge and the use of Record Office facilities for filming are set out below. All uses of Record Office sources are subject to certain conditions, please ask for details.

Use of Record Office facilities for filming

Film crews using the Record Office will be charged a facility fee of £30 per hour, which will cover the cost of hiring the premises, staff time, the use of facilities, the use of documents, the cost of any preliminary conservation assessment and an acknowledgement of the professional expertise of staff. Please see the Record Office's *Policy for the Media Use of Archives* for more details.

As the Glamorgan Record Office is a local authority service it has to account for its budget and therefore these fees and charges are monitored on a regular basis to ensure that the Office provides a value for money service. If you wish to find out how the fees and charges are calculated please ask to see a breakdown of costing

January 2004

Payment

Please make all cheques payable to:

Glamorgan Record Office

Payment must be in advance and in **sterling**, cheques drawn on a British Bank, or by International Money Order

We regret that we cannot accept payment by credit or debit cards

ALL PRICES GIVEN INCLUDE VAT, UNLESS STATED OTHERWISE