

# HAMPSHIRE COUNTY COUNCIL

## Officer Decision Record

<b>Decision Maker:</b>	John Tickle Assistant Director Culture and Heritage
<b>Date:</b>	15 June 2017
<b>Title:</b>	Review of charges 2017/18, Hampshire Archives and Local Studies

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### 1. The decision:

- 1.1. Hampshire Archives and Local Studies' annual review of fees and charges resulting in revised fees and charges from 1 July 2017.
- 1.2. As a first step towards ensuring that our fees and charges more fully reflect the costs of delivering our services, there will be significant increases: in the range between 6% (for research) and 115% (copy baptism certificate).
- 1.3. The charge for talks to groups both on- and off-site will be increased from £75 to £100, and for group workshops, from £75 to £100 per half day, or £10 per hour (from £7) per person. The charge for training days will remain at £30 per day per person (this charge was increased significantly last year).
- 1.4. The hourly rates for research and providing digital downloads will be increased from £35 to £37 and from £70 to £74 for the express research service. The hourly rates for transcriptions and conservation work will be remain the same at £50.
- 1.5. The fee for copy baptism certificates will be increased from £13 to £28 and for certified transcripts from £13 to £20. The certification fee will be increased from £8 to £10.
- 1.6. There will be a new copy estimate charge introduced where large quantities of copies are required, at £10 per 100 pages.
- 1.7. Customers making personal visits may be provided with photocopies or make self-service printouts from microform. Charges will be increased from 60p/80p (A4/A3) to £1 per photocopy (A4 or A3) and from 50-60p to 75p per microform print (A4 or A3). Discounted rates (for depositors and those in education) will be increased from 30p/40p (A4/A3) to 50p per copy (A4 or A3).

- 1.8. For remote customers, the minimum charge for photocopies will increase from £6 for a small number of copies to £10 for up to 5 copies. Charges for copies beyond the minimum charge will increase from 60p per A4 and 80p per A3 to £1.25 per A4 or A3.
- 1.9. The charge for printouts from microform (including wills and parish register entries) will increase from £6 to £10.
- 1.10. The charge for copies printed from the internet will remain the same at 30p per copy.
- 1.11. The service providing duplicate copies of microfiche will cease.
- 1.12. The charge for a customer permit to take photographs of documents (number unlimited) will be increased from £14 to £15 per day/session. The five-session discount card will be increased from £50 to £60.
- 1.13. The charge for prints from digital images will be increased from £6 to £12 (A4 paper or A5 glossy) and from £8 to £15 (A3 paper or A4 glossy).
- 1.14. The charge for digital images will be changed from £6 for the first five images and £3 per image thereafter to £12 for the first image and £4 per image thereafter. There will be a new option in the case of single volumes for which the charge will be £40 for the first 10 images and £1 per image thereafter.
- 1.15. A new digital scan service will be introduced (applicable only to documents which can be photocopied, ie can be photocopied without risk to the document). Charges for remote customers will be £10 for up to 5 scans and £1.50 per scan thereafter. The charge for customers making personal visits will be £1.50 per scan.
- 1.16. The charge for pre-prepared CDs of the Winchester pipe rolls will be increased from £25 for one, £30 for two and £15 for subsequent pipe roll copies, to £25 per pipe roll copy.
- 1.17. The fee to use document images for commercial purposes will be increased from £40 to £50 and, in addition, a research fee of £50 per hour may be applicable. The same will apply to still images from film used by TV companies.
- 1.18. The fee to use document images for non-commercial purposes will be increased from £12 to £15 and, in addition, a research fee of £50 per hour may be applicable. Discounts for HAT members will cease and the discount applying to the use of 10 images or more will change from 50% to a flat rate of £50.
- 1.19. The fee for commercial filming or recording at Hampshire Record Office will be increased to from £60 to £100 per hour.
- 1.20. Cinema/room hire rates will increase from £30/£20 to £35/£25 per hour, Mon-Fri 9am-5pm; from £65 to £70 for weekday evenings; and from £35 to £40 per hour for Saturdays, 9am-4pm.

## **2. Reason(s) for the decision:**

- 2.1. To recover the costs of providing our services.
- 2.2. To further strengthen the income base necessary in order to help secure a resilient and sustainable future for the archives service.
- 2.3. To encourage customers to use the self-service options more; this entails making on-site visits.
- 2.4. (Decision 1.5) To cover our costs. This also brings the fee for copy baptism certificates into line with the fee charged under The Church of England's Table of Parochial Fees.
- 2.5. (Decision 1.6) To ensure a requisite charge is made to reflect the work involved in managing large copy orders.
- 2.6. (Decision 1.11) To respond to the much reduced demand for copies of duplicate microfiche.
- 2.7. (Decision 1.14) To encourage customers who want to order digital copies of single volumes of archive material.
- 2.8. (Decision 1.15) To provide a cheap digital alternative to our photocopy service that may also be more convenient for our customers.
- 2.9. (Decision 1.16) To streamline charges for pre-digitised documents available for sale on CD or DVD.
- 2.10. (Decision 1.17 and 1.18) To apply a charge for research time required where copyright and other rights holder information is unknown and requires investigation.

## **3. Other options considered and rejected:**

- 3.1. Not applicable.

## **4. Conflicts of interest:**

- 4.1. Not applicable.

## **5. Dispensation granted by the Head of Paid Service:**

- 5.1 Not applicable.

## **6. Supporting information:**

See table below.

**Approved by:**

**Date:**

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**15 June 2017**

**John Tickle, Assistant Director Culture and Heritage**

**HAMPSHIRE ARCHIVES AND LOCAL STUDIES FEES AND CHARGES**  
**With effect from 1 July 2017**

<i>Service</i>	<i>Description</i>	<i>Date last changed</i>	<i>Charge 2016/17</i>	<i>Charge from 01/07/2017 (changes shown in <b>bold</b>)</i>
<b>EVENTS</b>				
Talk or film show	Off-site visits	<b>2016/17</b>	<b>£75</b>	<b>£100</b>
	On-site visits	<b>2016/17</b>	<b>£75</b>	<b>£100</b>
Workshops (inc. beginners eves)	Charge per person	<b>2016/17</b>	<b>£7.00</b> per hour	<b>£10</b> per hour
Half-day workshops for another provider e.g. libraries	Charged by invoice per event (library passes on charge to attendees)	2014/15	£75	<b>£100</b>
Archive Ambassadors training day	Charged per person	<b>2016/17</b>	<b>£30</b>	No change
Last Thursday lectures	Charge per person	2014/15	Donation	<b>Donation. LTLs to be reviewed Summer / Autumn 2017</b>
Education workshops	Off- and on-site	2014/15	£75 up to half day	<b>£100 (from Sep 2017)</b>
<b>CONSERVATION</b>				
<b>RESEARCH</b>	Searches/research in records (including photocopying estimates)	<b>2016/17</b>	<b>£35</b> per hour	<b>£37</b> per hour
	Transcriptions	2015/16	£50 per hour	No change
	Express searches/research	<b>2016/17</b>	<b>£70</b> per hour	<b>£74</b> per hour
<b>CERTIFIED COPIES</b>				
	Baptism certificate	2015/16	£13	<b>£28</b>
	Certified transcripts (vehicle licence entries or similar – i.e. short entries)	2015/16	£13	<b>£20</b>
	Certification charge (i.e. in addition to copying or paid research costs)	2015/16	£8	<b>£10</b>

<b>REPROGRAPHICS</b>				
Copy estimates (for remote orders of photocopies, scans, and photography)	Copy estimate, per 100 pages	<b>NEW</b>	--	<b>£10</b>
Photocopies  Includes p&p where applicable	Postal requests (remote orders) Remote orders (1-5 copies) Subsequent copies, per copy  Personal visits Standard rate, per copy Education rate, per copy Depositors' rate, per copy Library books less than 100 years Info packs & parish map, HRO catalogue	2015/16 NEW NEW NEW  2014/15 2014/15 2014/15 2014/15 2014/15	A4/A3 60 / 80 (min charge £6) -- --  60 / 80 30 / 40 30 30 / 40 30 / 40	<b>A4 and A3</b> -- <b>£10</b> <b>£1.25</b>  <b>£1</b> <b>50p</b> <b>50p</b> <b>50p</b> <b>50p</b>
Microform print-out	Postal requests (remote orders): Per search/copy (parish register entries) Per will, per other documents on mf only  Personal visits: Self service, standard rate  Education rate Depositors' rate	2015/16 2015/16  2007/08  2011/12 2014/15	£6.00 £6.00  A4/A3 60 / 60 (50 / 50 for high value EMOS cards) 30 / 40 (high and low value) 30 / 40	<b>£10</b> <b>£10</b>  <b>75p</b>  <b>50p</b> <b>50p</b>
Printer in search room	Print from web pages	2014/15	30	<b>No change</b>
Microfiche	Duplicate microfiche  Microfiche envelope	2013/14  2003/04	£2.00 – bulk orders (50+) only 5p	<b>No longer available</b>
Self-service photography	Per session/day 5-session discount card	<b>2016/17</b> 2012/13	<b>£14.00</b> £50.00	<b>£15.00</b> <b>£60.00</b>

Digital (print) Includes p&p	A5 glossy b/w or colour/sepia A4 paper b/w or colour/sepia A4 glossy b/w or colour/sepia A3 paper b/w or colour/sepia	2016/17 2016/17 2016/17 2016/17	£6.00 £6.00 £8.00 £8.00	£12.00 £12.00 £15.00 £15.00
Digital (photography) Emailed or on CD (charge includes CD p&p)	Different documents: First 5 images, per image First image Subsequent images, per image  One volume: First 5 images, per image 6 <sup>th</sup> to 10 <sup>th</sup> image, per image First 10 images <b>Subsequent images, 11<sup>th</sup> image onwards, per image</b>	2016/17 <b>NEW</b> 2013/14   2016/17 2013/14 <b>NEW</b> <b>NEW</b>	£6.00 -- £3.00   £6.00 £3.00 -- --	-- <b>£12</b> <b>£4.00</b>   -- -- <b>£40</b> <b>£1.00</b>
Digital (electronic material)	Download of digital material (to all formats)	2016/17	£35 per hour (£10 min charge)	£37 per hour (£10 min charge)
Digital (scans) Only available for documents that can be photocopied	Pdf, black and white Remote orders (1-5 copies) 6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> copy etc, per copy  Personal visits, per copy	<b>NEW</b> <b>NEW</b>  <b>NEW</b>	-- -- --	<b>£10</b> <b>£1.50</b>  <b>£1.50</b>
Pre-prepared CD/DVD Includes cost of CD/DVD and p&p <b>(ex. Cathedral documents)</b>	CD with tithe map and apportionment;  Pipe rolls (set of 192) Individual Bishops registers (full set) Individual  Other: eg Wellow album	2015/16  2015/16 2015/16 2015/16 2015/16  2015/16	£25  £950 £15 (min. charge £25) £380 £25  £25	No change  No change <b>£25.00</b> No change No change  No change

<b>FACILITY FEES</b> (for reproduction of images in publications etc)  <b>Does not include charge for supplying image</b>	Documents: Commercial use	<b>2016/17</b>	<b>£40 per image</b>	<b>£50 per image; in addition, a research fee of £50 per hour may be applicable</b>
	Non-commercial use (community/local voluntary groups; scholarly; non-profit making; print run less than 1,500)	<b>2016/17</b>	<b>£12 per image</b>	<b>£15 per image; in addition, a research fee of £50 per hour may be applicable</b>
		(multiple introduced 2014/15)	10+ £6 per image	<b>£50 discount for 10 or more images</b>
			£5 per image-HAT members (only one discount will apply)	<b>No longer applies</b>
	TV company filming	2014/15	£60 per hour	<b>£100 per hour</b>
	Radio company recording	2014/15	£60 per hour	<b>£100 per hour</b>
	Still image used	<b>2016/17</b>	<b>£40 per image</b>	<b>£50 per image; in addition, a research fee of £50 per hour may be applicable</b>



<p><b>VENUE HIRE</b></p> <p>Block booking 5 or more: 20% discount</p> <p><b>Hampshire Archives Trust corporate members: 15% discount (to be discontinued)</b></p>	<p>Cinema hire: Monday to Friday 9 – 5 Weekday evening 6.30 – 9 Saturday 9 – 4</p> <p>Education room hire: Monday to Friday 9 - 5 Weekday evening 6.30 – 9 Saturday 9 – 4</p>	<p>2013/14 2011/12 2013/14</p> <p>2014/15 2011/12 2013/14</p>	<p>£30/hour £65 £35/hour</p> <p>£20/hour £65 flat fee £35/hour</p>	<p><b>£35</b> per hour <b>£70</b> <b>£40</b> per hour</p> <p><b>£25</b> per hour <b>£70</b> <b>£40</b> per hour</p>
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