

HAMPSHIRE COUNTY COUNCIL

Officer Decision Record

Decision Maker:	Assistant Director of Culture and Information Service
Date:	14 September 2021
Title:	Hampshire Archives and Local Studies (Hampshire Record Office) review of fees and charges September 2021

Contact: Emma Noyce, Assistant Director of Culture and Information Service

Tel: 0370 779 8373

Email: emma.noyce@hants.gov.uk

The decision:

- 1.1. To implement a revised set of Hampshire Archives and Local Studies' (HALS's) fees and charges with effect from 1 October 2021.
- 1.2. To increase selected fees and charges, having benchmarked them with other local authorities who are providing archive services at a similar level and to make adjustments, ensuring fees and charges accord with inflationary rises and to reflect the true cost of providing these services.
- 1.3. To review all HALS's fees and charges in autumn 2021 for implementation from April 2022, and to review annually thereafter.
- 1.4. To reflect charges introduced in 2020 in response to Coronavirus restrictions (ie research fee reduced from £37 per hour to £20 per hour in August 2020 but will increase to £25 per hour on 1 October 2021; charges for online events introduced in September 2020).

2. Reason(s) for the decision:

- 2.1. Hampshire Record Office is free for members of the public to visit our public search room, and free to consult archive documents and other informational resources. There are charges for services such as copying, research, learning activities and room hire. The income from our fees and charges is used to help support the delivery of archive services and to cover costs associated with providing specialist requirements and expertise.
- 2.2. To further strengthen the income base necessary to help secure a resilient and sustainable future for the archives service.

- 2.3. Hampshire Archives and Local Studies benchmarks its fees and charges with those of Dorset History Centre, Surrey History Centre, and West Sussex Record Office.
- 2.4. A table of fees and charges is appended which highlights the planned changes as well as current fees and charges (implemented from August 2019) and a record of the date of the last change.

3. Other options considered and rejected:

- 3.1. Retaining the existing level of fees and charges would not reflect the full costs associated with the delivery of some services and may affect the sustainability of others.

4. Conflicts of interest:

- 4.1. None

5. Dispensation granted by the Head of Paid Service:

- 5.1 None.

6. Supporting information:

EIA

Table of fees and charges (see below)

Explanatory information (see below)

Approved by:

Date:

Emma Noyce, Assistant Director of Culture and Information Service

HAMPSHIRE ARCHIVES AND LOCAL STUDIES FEES AND CHARGES

With effect from 1 October 2021

VAT is included unless otherwise stated

Service	Description	Date last Changed	Charge from 01/08/2019	Charge from 01/10/2021
<i>Changes/ new developments are indicated in blue bold</i>				
EVENTS				
Group talk, film show or visit	On-site, off-site, or online	01/07/2017	£100	£75
Beginners' events, workshops, behind the scenes tours	Charge per person	01/07/2017	£10 per hour	No change
Half-day workshops for another provider	Charged by invoice per event (venue etc passes on charge to attendees)	01/07/2017	£100	£100 min or share of ticket sales
Archive Ambassadors training day	On-site/online Charged per person/online ticket	2016/17	£30	No change
Online events	Digital basic talks (intro. Sep 2020 at £5 per ticket)	NEW	--	£5 per ticket
	Digital workshops/events (intro. Oct 2020 at £5 per ticket) <i>Charge depends on complexity of event</i>	NEW	--	£5-£10 per ticket
EDUCATION/ LEARNING				
Workshops	Off- and on-site	01/09/2017	£100 up to half day	No change
Resource box hire/group visits	Resource box loan Resource box loan plus group visit (up to 10 students) Transferred to HCC's History Inspectorate and Advisory Service	2017/18	£50 per half term loan £100 per half term + £3 per additional student on visit (plus VAT for non-HCC schools)	No longer available
CONSERVATION		2015/16	£50 per hour	Available via consultancy; price dependent on scope of work

RESEARCH	Searches/research (from 20 August 2020 reduced price of £20 per hour)	01/07/2017	£37 per hour	£25 per hour (min charge)
	Look up	01/08/2019	£10 per search	No change
	Transcriptions	2015/16	£50 per hour	No change
	Express searches/research (subject to staff availability)	01/07/2017	£74 per hour	£75 per hour
CERTIFIED COPIES	Baptism certificate	01/07/2017	£28	£31
	Certified transcripts (vehicle licence entries or similar – ie short entries)	01/07/2017	£20	No change
	Certification charge (ie in addition to copying or paid research costs)	01/07/2017	£10	No change
REPROGRAPHICS				
Copy estimates	Copy assessment/estimate, per 100 pages (or part thereof)	01/07/2017	£10	No change
Photocopies Includes p&p for UK	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	01/07/2017 01/08/2019 01/07/2017 01/07/2017 01/07/2017 01/07/2017 01/07/2017	A4 and A3 £10 £1.50 £1 50p 50p 50p 50p	A4 and A3 No change No change No change No change No change No change No change
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	01/07/2017 01/07/2017 01/07/2017 01/07/2017 01/07/2017	£10 £10 A4 and A3 75p 50p 50p	No change No change No change No change No change
Printer in search room	Print from web pages	2014/15	30p	No change
Self-service	Per session/day	01/07/2017	£16.00	No change

photography	Depositor rate (own material only) 5-session discount card Depositor rate (own material only)	01/08/2019 01/07/2017 01/08/2019	£8.00 £62.50 £31.25	No change No change No change
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	01/07/2017 01/07/2017 01/07/2017 01/07/2017	£12.00 £12.00 £15.00 £15.00	£15.00 £15.00 £20.00 £20.00
Digital (photography) Emailed or on CD (charge includes CD p&p)	First image Subsequent images, per image One volume: First 10 images Subsequent images, 11 th image onwards, per image	01/07/2017 01/08/2019 01/07/2017 01/07/2017	£12.00 £5.00 £40 £1.00	No change No change No change No change
Digital (scans) Only available for documents that can be photocopied	Pdf, colour or black and white Remote orders (1-5 copies) 6 th , 7 th , 8 th copy etc, per copy Personal visits, per copy	01/07/2017 01/07/2017 01/07/2017	£10 £1.50 £1.50	No change No change No change
Digital (electronic material)	Supply digital material (all formats)	01/07/2017	£37 per hour (min. charge)	No change
Digital (film and sound)	Copying of film and sound material (to all formats) Depositor rate	01/08/2019	£37 per hour (min. charge) £18.50 per hour (min. charge)	No change No change
Pre-prepared CD/DVD Includes cost of CD/DVD and p&p (ex. Cathedral documents)	CD with tithe map and award Pipe rolls (set of 192) Individual Bishops registers (full set) Individual Other: eg Wellow album	2015/16 2015/16 01/07/2017 2015/16 2015/16 2015/16	£25 £950 £25 £380 £25 £25	No change No change No change No change No change No change
FACILITY FEES				
Reproduction of document images in publications etc) NB: Does not include	Commercial use	01/07/2017	£50 per image; in addition, a research fee of £50 per hour may be applicable	£50 per image; in addition, a research fee of £50 per hour may be applicable (minimum charge £100)

charge for supplying image	Non-commercial use – publications (community/local voluntary groups; scholarly; non-profit making; print run less than 1,500)	01/07/2017	£15 per image; in addition, a research fee of £50 per hour may be applicable	No change
		01/07/2017	£50 discount for 10 or more images	No change
	Non-commercial – websites Requires HRO reference on image caption and link to HRO on website (otherwise, charge is as for publications)	01/08/2019	£15 (1-5 images); £3.00 per image thereafter; in addition, a research fee of £50 per hour may be applicable	No change No change
Reproduction of film material Minimum charge 30 secs	Film, commercial use Single use: UK Single use: Rest of world Film, multiple use (unlimited, non-exclusive) 5 year licence, UK 5 year licence, Rest of world 10 year licence, UK 10 year licence, Rest of world Sound, commercial/educational use Non-commercial use: Educational use (non-broadcast)	01/08/2019 01/08/2019 01/08/2019 01/08/2019 01/08/2019 01/08/2019 01/08/2019 01/08/2019	(all includes VAT) £6 per sec (min £150) £12 per sec (min £300) Repeats charged at 50% of original fee £12 per sec (min £300) £24 per sec (min £600) £18 per sec (min £450) £30 per sec (min £750) 50% of charge for film £6 per sec (min £150)	No change No change No change No change No change No change No change No change No change
Filming/recording	TV company filming Radio company recording Still image used	01/07/2017 01/07/2017 01/07/2017	£100 per hour £100 per hour £50 per image; in addition, a research fee of £50 per hour may be applicable	£100 per hour (min £200) £100 per hour (min £200) £50 per image; in addition, a research fee of £50 per hour may be applicable (min £100)

VENUE HIRE Block booking 5 or more: 20% discount	Cinema hire: Monday to Friday 9 – 5 Weekday evening 5 – 9 Weekday evening 9 – 10 Weekday evening 10 – 11 Saturday 9 – 4	01/07/2017 01/08/2019 01/08/2019 01/08/2019 01/07/2017	£35 per hour £80 £40 £50 £40 per hour	£40 per hour No change No change No change £45 per hour
	Education room hire: Monday to Friday 9 – 5 Weekday evening 5 – 9 Weekday evening 9 – 10 Weekday evening 10 – 11 Saturday 9 – 4	01/07/2017 01/08/2019 01/08/2019 01/08/2019 01/07/2017	£25 per hour £75 £35 £45 £40 per hour	£30 per hour No change No change No change No change
WFSA FILM LOANS	Loan of Archive Film for Reminiscence package Transferred to HCC's Adults Health and Care	01/08/2019	£30 (1 week loan)	No longer available
COLLECTIONS – CONSULTANCY	Archivist work on external collections	01/08/2019	£266 per day (excludes VAT)	No change
EXHIBITIONS	Loans to external organisations		--	
	Exhibition panels and boards; lockable display cases	NEW		Donation requested
CAR PARKING (where available)	On site, per day/session Blue Badge holder	NEW 2015/16	-- Free	£10 No change

Explanatory information

1. There will be no change to most fees and charges.
2. The charge for group talks, visits, and film shows will **reduce** from £100 to £75 to encourage demand and to reflect that a larger proportion of these events are being delivered online.
3. The charge for half day events on behalf of other providers to be £100 or a share of ticket sales, to encourage the provider to ensure good attendance of the event and ensure minimum revenue for these events.
4. A charge for individual access to online events such as talks, workshops, etc has been introduced, price £5-£10 per ticket depending on the complexity of the offering.
5. The hourly research fee was reduced in August 2020 from £37 to £20 to help mitigate the effects of restricted on-site access. The charge will now increase to £25 per hour to better reflect the cost of providing our research service.

6. To increase the statutory charge for baptism certificates from £28 to £31 to align with Church of England parochial fees.
7. To increase charges for digital print by 25-33%, depending on size and type, to better reflect the additional cost of time spent, consumables and postage.
8. To specify new minimum charges for commercial use of document images (£100) and commercial on-site filming/recording (£200) to better reflect the costs involved in making complex arrangements to service commercial requirements.
9. Following four years of no change, to increase the daytime hourly rate for hire of the cinema from £35 to £40, for room hire from £25 to £30, and for cinema hire on Saturdays from £40 to £45.
10. To cease the provision of education resource box material and archive film for reminiscence as these resources have been transferred elsewhere.
11. (NEW) To request donations for loans of exhibition boards, panels, cases to external organisation to help mitigate the costs of administration of the service.
12. (NEW) To introduce a charge of £10 per day/session for convenient, on-site parking that has recently become available for use.