NORTHUMBERLAND archives

Reprographic Guide / Price List

GENERAL INFORMATION

We are pleased to provide black & white photocopies, colour reproductions, digital images, audio recordings or moving image from original items in our custody where copyright, owner restriction and physical condition allows. Details and charges of the services provided are outlined on the reverse of this Guide.

Before ordering any copies please check to see if the image you require is available to download from our web-based Catalogue at www. northumberlandarchives.com/catalogue/
Each download costs £10.00. Please ask staff for further details.

COPYRIGHT

All copy orders are subject to copyright legislation. Archives staff can advise on copyright as it applies to items in our custody. All clients are required to sign a Copyright Declaration / Order Form before orders are processed.

COPYING SERVICES

Black and white photocopies are provided on plain paper up to A3. Suitable for loose papers and documents which readily lie flat and which are no bigger than A3 in size when opened out. We do not photocopy items which are larger than A3, bound volumes, rolled items, wax seals or documents that are tied, sewn or pinned together.

Digital copies (JPEG) of documents of all formats and dimensions can be provided on Compact Disc, DVD or via email. TIFF images are available on request. Please ask staff for further details.

Colour prints of documents of all formats and to most sizes can be provided on archival quality matt paper.

We are unable to provide photocopies from **Ordnance Survey maps**. We will only supply full sheets either digitally or as a colour print. Due to copyright restrictions maps less than 50 years old can only be supplied as A4 sections.

Audio/Video copying is possible when copyright and ownership allows this. We can prepare digital copies to CD / DVD. In some instances we are able to provide loan copies of moving image for public viewing. We are only able to undertake conversion of personal items subject to the completion of a Copyright Indemnity Form. Please ask staff for further details.

Artefacts regardless of size can only be photographed by Northumberland Archives staff. Before ordering, please check to see if the image you require is available to download via the Catalogue at www.northumberlandarchives.com/catalogue/ Each download costs £10.00. Please ask staff for further details.

SELF PHOTOGRAPHY

Please refer to the Guidelines for Photography leaflet within the Study Centre or ask a member of staff for more information.

POSTAL CHARGES

Postage and packaging are charged based on weight. Please refer to the charges on the reverse.

AVAILABILITY

Photocopy orders can be collected in person five working days after an order is placed, or ten working days for all other orders. Clients who require urgent copies may wish to use our Express Service. **ALL express orders are subject to staff availability. Charges are indicated in brackets.**

PHOTOCOPIES – *NOT AVAILABLE FOR ORDNANCE SURVEY*

A4	55p	[£1. 10]
A3	55p	[£1. 10]

MICROFILM, MICROFICHE PRINTS, READING ROOM, COMPUTER AND CATALOGUE PRINTOUTS

A4 print(s) from microfilm / fiche and Reading Room Staff copies	£2. 50 per copy £5. 50 per copy
A4 print(s) from computer	30p [60p]

COLOUR COPIES – DIGITAL OR PRINTS

Colour digital images (.JPEG) will be e-mailed or written to CD-R or DVD for an additional £4.00.

SIZE (INCHES)	COLOUR DIGITAL (.JPEG)		COLOUR PRINTS	
Up to A4 (11.75" x 8.25")	£5.50	[£11.00]	£7.00	[£14.00]
Up to A3 (16.5" x 11.75")	£7.00	[£14.00]	£9.00	[£18.00]
Up to A2 (23.5" x 16.5")	£13.50	[£27.00]	£16.50	[£33.00]
Up to A1 (33" x 23.5")	£16.50	[£33.00]	£19.00	[£38.00]
Up to A0 (46.75" x 33")	£19.00	[£38.00]	£25.00	[£50.00]
Over A0 (up to 60" x 40")	£35.00 per hour	[£76.00]	POA	
Artefact	£35.00 per hour		POA	

ORDNANCE SURVEY

SIZE	COLOUR DIGITAL (.JPEG)		COLOUR PRINTS	
A4 Section (less than 50 years only)	£5.50	[£11.00]	£7.00	[£14.00]
Small sheet [up to A1]	£11.00	[£22.00]	£13.00	[£26.00]
Large sheet [over A1]	£13.00	[£26.00]	£16.50	[£33.00]

SELF PHOTOGRAPHY

Single Day	£10.00	Monthly	£75.00
Weekly	£25.00	Yearly	£200.00

AUDIO / VISUAL CONVERSION [COPYRIGHT PERMITTING]

Cassette, Vinyl, Other	£16.50 [£33.00]	VHS & Betamax to DVD	£22.00 [£44.00]
Reel to Reel	£22.00 [£44.00]	Umatic, Digi Beta to DVD	£44.00 [£88.00]

CONSULTANCY RATES, MENTOR BOOKING FEE, RESEARCH AND ROYALTY FEES

Consultancy	POA	Research	£17.50. - £210.00
Mentor Booking	£70.00 for two hours	Royalty	£10.00 - £120.00

POSTAL CHARGES

	COLOUR PRINTS / CD OR DVD					
NUMBER OF ITEMS	1 - 8	9 & over	CD Wallet / Reinforced Envelope A4	Postal Tube		
				Small Up to A3	Med Up to A2	Large Up to A1
UK	£3.50	£5.50	£4.50	£7.00	£12.00	£15.00
EU	£6.00	POA	POA	P.O.A	P.O.A	P.O.A
World	£7.00	POA	POA	P.O.A	P.O.A	P.O.A

Northumberland Archives, Woodhorn, Queen Elizabeth II Country Park, Ashington, Northumberland NE63 9YF.
Tel: 01670 624358 / E-mail archives@northumberland.gov.uk

Follow Us

Sept 2024