

### **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/](http://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.

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**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.

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### **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]

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	
<b>Artefact</b>	£35.00 per hour		POA	

### ORDNANCE SURVEY

SIZE	COLOUR DIGITAL (.JPEG)		COLOUR PRINTS	
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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]

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Weekly	£25.00	Yearly	£200.00

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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

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	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	£8.50	£10.00
EU	£6.00	POA	POA	P.O.A	P.O.A	P.O.A
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