



USER GUIDE 5

FEES AND CHARGES

FEES AND CHARGES 2010/2011

All fees and charges are inclusive of 17.5% VAT, and subject to the discretion of the Head of West Yorkshire Archive Service.

WEST RIDING REGISTRY OF DEEDS

£

Deed Search (a search fee is charged if no registration details are given)	50.00
Deed Office Copy (any plans registered will be supplied in black and white)	38.00
Deed Certified Copy (any plans registered will be supplied in colour. The copy will be certified as an accurate copy)	57.00

PHOTOCOPIES AND COPIES FROM MICROFORM

Handling and postage charges are payable for copies ordered remotely	
A4 black and white copy	0.61
A3 black and white copy	0.87
A4 colour copy	1.22
A3 colour copy	1.63
Set up fee for paper copies ordered remotely	3.00 per order
Postage of paper copies see Postage Chart	
Bulk order charge for orders of over 39 copies	23.00 per order
Certification of copies	10.00 per item

DIGITAL COPIES	£
Set up fee for all copies supplied in digital format	4.00 per order
Colour images up to A3 supplied as a 200dpi PDF file (Higher resolution images for publication can be supplied upon request)	1.63 per image
Set up fee for all paper copies produced by digital camera (for large volumes)	4.00 per order
CD	0.50
USB memory stick	4.00
Postage of CD/USB memory stick see Postage Chart	

WILLS

Probate documents (wills, letters of administration etc.) Pre-1858 held at WYAS Leeds- photocopies plus postage if required see Postage Chart	5.00
Probate documents (wills, letters of administration etc) 1858-1941 held at WYAS Wakefield - paper copies produced by photography plus postage if required see Postage Chart	6.00
plus charge for CD or USB memory stick if required in digital format, see above, plus postage if required see Postage Chart	

RESEARCH SERVICE

Research (per hour, including up to 3 photocopies per report)	24.00 per hour
Transcription/translation	38.00 per hour

DEEDS SERVICE FOR FAMILY AND LOCAL HISTORIANS

Searches - an initial half hour block	12.00
Then in hourly blocks	24.00 per hour
Deeds research copies in black and white (plans not included)	8.00
Deed Office Copies in black and white (plans included)	38.00
plus charge for CD or USB memory stick if required in digital format, see above, plus postage if required see Postage Chart	

DATA SUBJECT ACCESS

Data Subject Access Requests	10.00 per request
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EXTERNAL CUSTOMERS: CONSERVATION

£

New contracts	39.00 per hour plus materials
Existing contracts	Existing rates

EXTERNAL CUSTOMERS: MICROFILMING

16mm planetary exposures	0.61 each
35mm planetary exposures	0.79 each
Original filming 35mm plus conversion to digital images per exposure plus cost of CD. plus a variable handling charge dependent upon the physical format and condition of documents to be filmed	1.00 each

Quote available upon request. Please call 01924 305982

Sale of copies of roll film:

16mm diazo negative	42.00
16mm silver positive	60.00
35mm silver positive	98.00

Sale of microfiche copies:

A6 diazo microfiche - per fiche (full rate)	1.50
Bulk order of more than 50 fiche at a time postage of microfiche see Postage Chart	1.00

Sale of digital images from microfiche

per fiche (full rate) Minimum order of 15 converted	4.20 each
Bulk order of more than 50 fiche converted to digital images on one order. Postage of CD see Postage Chart	4.00 each

REPRODUCTION AND FACILITY FEES:

Personal photography fee - use of cameras or camcorders by private individuals in searchrooms (Depositors photographing their own archives are not charged)	15.00 per day or session
Annual permit	50.00
Reproduction fees for commercial publications (for non-commercial works no charge is made)	20.00
1-5 items	40.00
5-10 items	60.00
over 10 items	
Reproduction fee for film and television (for publicity of benefit to the West Yorkshire Archive Service, no charge is made)	60.00
Use of archive office facilities by film and television companies (for publicity of benefit to the West Yorkshire Archive Service, no charge is made)	38.00 per hour

TALKS AND VISITS

£

Talks outside West Yorkshire Archive Service

Introduction to Archives talk	25.00
Specialist talk	35.00
Specially designed talk	50.00-100.00

Educational and other group visits to West Yorkshire Archive Service offices (there may be no charge for visits by voluntary groups)

Introduction to Archives visit	20.00
Standard visit	40.00
Specialised visit	50.00-100.00

HIRE OF EQUIPMENT

Loan of exhibition boards* please contact Education and Outreach at West Yorkshire Joint Services	2.50 per board
Loan of exhibition cases* (depositors wishing to display their own items are not charged) please contact WYAS: Wakefield e-mail: wakefield@wyjs.org.uk	5.00 per case
Hire charge for loan of project equipment please contact Education and Outreach at West Yorkshire Joint Services	5.00 per item
Deposit for loan of project equipment - cameras, printer, scanner	25.00 (returnable)
Deposit for loan of project equipment - video camera, recording equipment, projector	75.00 (returnable)
Headphones	Free of charge
Deposit for loan of project equipment laptop	100.00 (returnable)

*plus delivery charge if applicable

OTHER SERVICES

Consultancy	454.00 per day (220.00 minimum charge)
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