**COVENTRY ARCHIVE CHARGES 2018/19**

***All charges are inclusive of VAT, support ongoing conservation costs and are in line with other archives***

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| **Service** | **Concessions/**  **Non-commercial** | **Commercial rate [*including individuals working for commercial organisations*]** |
| **PHOTOCOPIES: [postage of copies will incur an additional cost]** |  |  |
| A4 B&W | 50p | £1.00 |
| A3 B&W | £1.00 | £2.00 |
| A4 Colour | £1.00 | £2.00 |
| A3 Colour | £2.00 | £3.00 |
| **PHOTOCOPIES OF BUILDING PLANS/MAPS:** |  |  |
| Part of plan/map: [*Subject to original condition and copyright]* | £5.00 per A3 sheet | £12.00 per A3 sheet |
| Whole plan: [*Subject to original condition and copyright; If photocopying will cause more damage the archive has the right to refuse. A collection/delivery charge is added for sending material offsite]* |  |  |
| A0 Black and white standard | £8.00 | £18.00 |
| A1 Black and white standard | £6.00 | £16.00 |
| A2 Black and white standard | £4.00 | £14.00 |
| A0 colour standard | £25.00 | £35.00 |
| A1 colour standard | £20.00 | £30.00 |
| A2 colour standard | £15.00 | £25.00 |
| A0 colour gloss | £40.00 | £50.00 |
| A1 colour gloss | £30.00 | £40.00 |
| A2 colour gloss | £25.00 | £35.00 |
| Disc of images | £3.00 | £3.00 |
| Plus Collection delivery charge | £5.00 | £5.00 |
| **PRINT OUTS:** |  |  |
| A4 B&W | 0.50p | £1.00 |
| A3 B&W | £1.00 | £2.00 |
| A4 Colour | £1.00 | £2.00 |
| A3 Colour | £2.00 | £3.00 |
| Pictures of Coventry images [*these are charged at a higher cost to cover print ink costs]* | £2 per A4 ; 3 images for £5.00  £3 per A3 ; 3 images for £8.00 | £4 per A4; 3 images for £10.00  £6 per A3; 3 images for £16.00 |
| **Service** | **Concessions/**  **Non-commercial** | **Commercial rate [*including individuals working for commercial organisations*]** |
| **PHOTOGRAPHY:** |  |  |
| Permits for individual use [*required for the use of own phones, tablets and cameras]* | £10 per day  £50.00 per week | £30.00 per day  £50.00 per week |
| **SCANNING:** |  |  |
| *[Subject to original condition and copyright clearance. If scanning will cause more damage, the archive has the right to refuse]* | £5.00 an image | £12.00 an image |
| **LICENSING USE:** |  |  |
| Scanning and licensing of image re use in publication/exhibition [*subject to copyright clearance*] | £30.00 an image | £60.00 an image |
| Scanning and licensing of image for re-use in film/television/online [*subject to copyright clearance]* | £50.00 an image | £100.00 an image |
| **RESEARCH:** |  |  |
| Staff time for remotely researching any enquiry | £20.00 per hour | £20.00 per hour |
| **HIGHER EDUCATION WORKSHOPS:** |  |  |
|  | £150.00 per 2.5 hour session | £200.00 per 2.5 hour session |
| **GUIDED TOURS:** |  |  |
|  | £5.00 per person for group up to 12 people | £50.00 per group up to 12 people |
| **MOTOR REGISTRATION/CHASSIS RECORDS:** |  |  |
| Heritage Certificate or Chassis Build heritage pack *includes:*   * *Official letter* * *Stamped and verified certificate* * *Stamped copy of original entry[s]* | £50.00 | £50.00 |
| Additional items to the pack, if available, can be added *including*:   * *Copy of the cancelled card registration* | £10.00 | £10.00 |
| **ELECTORAL REGISTER RECORDS:** |  |  |
| For a verified and stamped official letter | £30.00 | £30.00 |
| **FREEMANSHIP RECORDS:** |  |  |
| For a verified and stamped official letter | £30.00 | £30.00 |

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