

COVENTRY ARCHIVE CHARGES 2021/22

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

IN-HOUSE: PHOTOCOPIES/PRINT OUTS:	
A4 B&W	0.50p
A3 B&W	£1.00
A4 Colour	£1.00
A3 Colour	£2.00
UK postage	£5.00
IN-HOUSE: PRINT OUTS OF SCANNED IMAGES/MAPS/BUILDING PLANS:	
Pre-scanned image/map/building plan print out A3 for research [<i>these are charged at a higher cost to cover print and ink costs</i>]	£10.00 per A3
IN-HOUSE PHOTOGRAPHY PERMITS:	
Students/elders non-commercial research use [<i>required for the use of own phones, tablets and cameras</i>]	£10.00 per day
Adults non-commercial research use [<i>required for the use of own phones, tablets and cameras</i>]	£15.00 per day
Adults commercial research use [<i>required for the use of own phones, tablets and cameras</i>]	£40.00 per day
IN-HOUSE PRINTS OF HISTORIC COVENTRY IMAGES	
Historic Coventry image print out research A4	£3.00
Historic Coventry image print out research A3	£4.00
MICROFILM READER/COMPUTER BOOKINGS:	
Additional use	£2.00 per hour
IN-HOUSE: NEW SCANNING up to A3 size:	
Internally [<i>Subject to original condition and copyright clearance</i>]	£5.00 an image
EXTERNAL: PHOTOCOPIES OF UNSCANNED BUILDING PLANS/MAPS	
Part of plan/map not previously scanned: [<i>Subject to original condition and copyright</i>]	£5.00 per A3 sheet
Whole plan print out by City Post and Print: [<i>Subject to original condition and copyright</i>]	
A0 Black and white standard	£9.00
A1 Black and white standard	£7.00
A2 Black and white standard	£5.00
A0 colour standard	£26.00
A1 colour standard	£21.00
A2 colour standard	£16.00
A0 colour gloss	£41.00
A1 colour gloss	£31.00
A2 colour gloss	£26.00
Collection delivery charge	£7.50

EXTERNAL: SCANNING OVER A3 SIZE – INCLUDES DISC	
A0 plan	£10.00 per plan
A1 plan	£8.00 per plan
A2 plan	£6.00 per plan
LICENSING USE OF IMAGES: indefinite	
Commercial licensing	£75.00 per image
Non-commercial licensing	£37.50 per image
Historical society/individual licensing	£10.00 per image
RESEARCH:	
Staff time for remotely researching any enquiry more than 1 hour	£25.00 per hour
GUIDED TOURS/TREASURED TALES:	
All events	£5.00 per person
MOTOR REGISTRATION/CHASSIS RECORDS:	
Heritage Certificate or Chassis Build heritage pack <i>includes:</i> <ul style="list-style-type: none"> • <i>Official letter</i> • <i>Stamped and verified certificate</i> • <i>Stamped copy of original entry[s]</i> 	£50.00
Print outs of cancelled card or chassis build ledger <i>only</i>	£20.00
Overseas postage	£10.00
ELECTORAL REGISTER RECORDS:	
For a verified and stamped official letter	£40.00
FREEMANSHIP RECORDS:	
For a verified and stamped official letter	£30.00

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