

August Financial Monitoring and Business Strategy Delivery Report

CABINET - 18 OCTOBER 2011

Review of Charges

List of charges for Oxfordshire History Centre services

Copying charges

Self-service copying

- For personal visitors the charges are given below
- Self-service photocopying of archive documents is not allowed. You may be able to submit an order for staff-operated copying; please ask staff for advice on what types of material can be copied. Alternatively you may purchase a permit to use a digital camera.
- You must respect copyright law when you make copies; guidance on reasonable limits is displayed by the photocopier, microform scanner and public computers.

Type	Cost (Previous cost in brackets)	
Photocopies <i>Local Studies sources only</i> black / white or colour A4 or A3	20p per sheet (New Charge)	
Computer printouts black / white or colour A4 or A3	20p per sheet (New Charge)	
Microform printouts black / white A4 or A3	50p per sheet (A4 50p, A3 75p)	
Permit for digital copying Includes: <ul style="list-style-type: none"> • Use of USB memory stick • Use of digital camera 	£4 per day (New Charge)	£12 per week, starting on any day (New Charge)

Staff-operated copying

- We require a [signed order form](#) (pdf, 144Kb) before we copy books and documents.
- Forms include a copyright declaration which must be signed by all applicants. Material may not be copied if copyright is likely to be infringed.
- Some items are unsuitable for photocopying due to the material they are made from, their format or condition; we may offer Digital Prints (on plain paper or photo paper) as an alternative.
- Copying for commercial purposes: Please note that copyright regulations from October 2003 forbid the copying of copyright material for commercial purposes without permission or licence.

Photocopies and printouts

Type	Cost	Note
Photocopies black / white or colour A4 or A3	50p per sheet (New Charge)	Local Studies sources only
Photocopies black / white or colour A4 or A3	£1 per sheet (New Charge)	All Archive documents and any Local Studies sources requiring extensive or careful handling
Computer printouts black / white or colour A4 or A3	50p per sheet (New Charge)	
Microform printouts black / white A4 or A3	£1 per sheet (A4 £1, A3 £2)	
Motor vehicle registration copies	£7 (New Charge)	
Baptism certificates	£9 (New Charge)	
Marriage certificates	£9 (New Charge)	

Digital prints and electronic files

Type	Cost	Comment
Plain paper digital prints black / white or colour A4 or A3	£7 (New Charge)	Copies of Archive and Local Studies sources created to order. No existing digital image available.
Plain paper digital prints black / white or colour A4 or A3	£4 (£7.50)	Only available where we already hold a digital image.
Photo paper digital prints black / white or colour A4 or A3	£10 (£7)	High-resolution print from existing digital image, or created to order. Available in semi-gloss or archival matte.
Photographic prints by external photographer	Prices on application	Bespoke photographic copies of Archive documents. Apply to staff for details [email link to oxhist@oxfordshire.gov.uk]
Digital image file low resolution	£1 per sheet copied (£1)	Low resolution in PDF or JPEG format. There may be one or more sheets per digital file supplied. Not available from any Oxfordshire Family History Society data, nor from microfilms of pre-1858 wills.
Digital image file high resolution	£10 per image (New Charge)	Max file size of 3MB for transmission by email; otherwise transfer to CD-R is charged extra.
Transfer to CD-R	£3 (£1.50)	Supply of any digital images on CD-R
Oral history recordings on CD-R	£15 (£16)	Per original recording, not per CD-R. Copies of Oxfordshire County Council and Radio Oxford recordings can normally be supplied within 10 working days. The Oral History Recordings Order Form (pdf format, 104 Kb) explains the ordering procedure and gives details of the special copyright restrictions which apply to sound recordings.

Postage and packing

Postage and packing charges for all staff-operated copies are listed below. Copies and discs may be collected personally from Oxfordshire History Centre during opening hours, or they can be posted at the following standard rates. International orders are sent by air mail.

1. Basic cost – ALL orders			
Reinforced envelope	Copies supplied in reinforced C4 envelope	A4 flat A3 folded	£2 (New Charge)
Cardboard tube	Copies supplied in 450mm cardboard tube	A3 rolled	£4 (New Charge)
Disc mailer	CD-ROM supplied in disc mailer		£4 (New Charge)
2. International orders			
Air mail	Additional to basic cost		+ £2 (New Charge)

Research charges

Type	Cost	Comment
Research first 15 minutes	Free	Time limit includes both search time and administrative time
Research Private users	£27 per hour (£27)	Minimum – half hour - £13.50 Maximum – 2 hours - £54
Research Business users	£40 per hour (£40)	Minimum – half hour - £20 Maximum – 2 hours - £80

Copyright Ordnance Survey maps

- Only 'fair dealing' photocopies of copyright Ordnance Survey maps can be provided by Oxfordshire History Centre, and these are limited to up to four copies of **one** A4 extract from each map.
- Business licences held by some companies only allow them to reproduce maps in their own possession. They do not allow the copying of library and archive material.

Permission to reproduce images

Images supplied by Oxfordshire History Centre may only be used for the purposes of research for a non-commercial purpose or private study.

If you want to use an image for any other purpose you must obtain written permission from Oxfordshire History Centre - this might include exhibition, publication in a book or leaflet, or display on a web site.

If you would like us to consider an application for reproducing an image, please download, complete and return a copy of the application 'Permission to reproduce images' form below.

Please note that reproduction fees may be payable in addition to any copying or research charges.