

Services and Charges 2018-19

April 2018

Document Details:

Status: vFinal

Date: March 2018

Document Location: www.worcestershire.gov.uk/waas

Contact: Lisa Snook, User Services Manager

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Introduction

We offer a wide range of services to remote services to customers, from assistance in researching documents, providing high quality images, talks for community groups and information from Neighbourhood Plans.

Please [contact us](#) for further details on any of the services offered.

Enquiry Service

Information on our service and resources held will always be given free of charge. If the search involves accessing original archives, local studies and archaeology books or microfilm resources including parish registers, wills, newspapers and electoral registers there will be a charge:

- £10.71 + £2.14 VAT (**£12.85**) for searches up to half an hour
- £13.33 + £2.67 VAT (**£16.00**) for an Express order

For more information please see our [Enquiries Policy](#) and [contact us](#) with your request.

Publication and Research for Media

Archive and Archaeology resources can help bring to life stories from the past, and we are keen that they are used by radio and TV journalists as well as researchers. We offer a number of services for the media. To discuss these further, please [contact us](#).

Research

We are very happy to discuss potential projects and advise on possible sources. We can also be commissioned to undertake research on your behalf.

This is charged at a fee of £42.00 + £8.40 VAT (**£50.40**) per hour.

Filming

Filming on-site at The Hive will incur a charge and an agreement form will need to be signed. For further information please contact the [Business Support Team](#). Filming will be charged at a higher rate if it will make services or resources unavailable to staff or customers.

Staff supervision during filming, any pre-visit research as well as set up and clear away time will be charged at £42.00 + £8.40 VAT (**£50.40**) per hour.

Requests to film on location will incur travel expenses, any pre-visit research time as well as staff supervision at £42.00 + £8.40 VAT (**£50.40**) per hour.

Reproducing film or images taken is subject to additional fees, as stated below:

Use of collections

In common with other archives, WAAS has the right to authorize the reproduction of its collections. In return for granting permission to reproduce the images, the following charges are made. Unless otherwise stated, the fees cover non-exclusive, one time, single edition use.

Use	Cost (per image)
Books, newspapers, magazines and journals (excluding e-books, websites)	£37.50 + £7.50 VAT (£45.00)
Specialist academic or educational publication	£16.67 + £3.33 VAT (£20)
Book/Magazine cover	£66.67 + £13.33 VAT (£80)
TV, Worldwide	£125.00 + 25.00 VAT (£150)
Broadcasting/publishing through WWW (including e-books)	£125.00 + 25.00 VAT (£150)
Charitable group (not for profit)	£12.50 + £2.50 VAT (£15)
Commercial exhibition	£66.67 + £13.33 VAT (£80)
Non-commercial exhibition	£25.00 + £5.00 VAT (£30)
Advertising: newspapers, brochures, magazines, trade journals, auction catalogues	£166.67 + £33.33 VAT (£200)
All world media buy out, single use	£291.67 + £58.33 VAT (£350)
All media, worldwide unlimited usage, 1 year	£416.67 + £83.33 VAT (£500)
All media, worldwide unlimited usage, 5 years	£625.00 + £125.00 VAT (£750)
All media, worldwide unlimited usage, 10 years	£750.00 + £150.00 VAT (£900)

In addition to the publication charges, there may also be handling and/or research fees in addition. Please [contact us](#) with your request.

Images produced by WAAS (including archaeological reports and interpretations)

Use	Cost
One-off specific use	£125.00 + £25.00 (£150)
World-wide rights in perpetuity	£291.67 + £58.33 (£350)

Please [contact us](#) to make your request.

Transcription/Translation

Transcription/Translation services at £42.00 + £8.40 VAT (**£50.40**) per hour. Please [contact us](#) for a quote.

Digitisation Services

High-quality, high resolution images of our collections are usually supplied as a digital download. For an additional £7.50 images can be sent to you on CD/DVD media or on a USB memory stick. Postage and packing is charged at £1.50 per order where required.

On site at The Hive

- £6.46 + £1.29 VAT (**£7.75**) for the first image
- £3.21 + £0.64 VAT (**£3.85**) per image for a further 3 images in the same order
- £14.99 + £3.00 VAT (**£17.99**) per hour is charged for digitizing more than 4 images

Orders placed whilst researching at The Hive will not incur an additional administration charge as the documents are brought and put away free as part of our statutory duty to provide free access to archives for visitors at The Hive.

Images to order

Images ordered via our enquiry system are charged at the same cost as those above, but an administration charge will be applied. This additional fee covers the staff cost of locating, getting out and putting away the documents as well as processing the order.

The administration charge for each order is £10.71 + £2.14 VAT (**£12.85**)

Please [Contact us](#) for a quote.

Commercial Digitisation Services

Our very experienced Digitisation Team undertake large-scale commercial projects for a wide-range of clients. Costs are negotiable, depending on the nature of the work, based either on an hourly rate or cost per images.

As well as digitisation for larger organisations and companies, the team also undertake work for private individuals. The cost is £29.17 + £5.83 VAT (**£35.00**) per hour.

Please [contact us](#) to discuss your project.

Conservation Services

Our commercial conservation service is run by a professionally qualified conservator with several years' experience working in archives in the UK. We specialise in the repair and conservation of books, paper, maps, parchment and wax seals. We undertake work for other archive services, as well as private individuals. The cost is £42.00 + £8.40 VAT (**£50.40**) per hour, please [contact us](#) to discuss your project.

Archive Collections

Cataloguing Services

To catalogue a collection, to professional standards, is charged at £42.00 + £8.40 VAT (**£50.40**) per hour. Please [contact us](#) if you would like to discuss a potential project.

Archival Storage & Retrieval

The charges below give an indication of charges, which are negotiable depending on the amount of storage required.

Charge	Cost	Unit
One-off administration(set up)	£4.17 + £0.83 VAT (£5.00)	Per box
Storage	£1.25 + £0.25 VAT (£1.50)	Per box, per month
Retrieval	£12.50 + £2.50 VAT (£15.00)	Up to an hour of retrieval
Permanent withdrawal	£4.17 + £0.83 VAT (£5.00)	Per box

Please [contact us](#) to discuss storage and retrieval requirements

Learning & Outreach

Group Talks and Tours

We offer a number of group tours, including

- *Introduction to our Resources*
- *Behind the Scenes*
- *Explore the Past*

These range in price from £33.33 + £6.67 VAT (**£40.00**) per group to £54.17+ £10.83 VAT (**£65.00**). A full list of tours is available on our [website](#).

We also offer a series of talks for groups and organisations, including:

- *Stories from the Archives*
- *Worcestershire Treasures*
- *Starting Family History*
- *Worcestershire Maps*

A full list of talks is available on our website. All talks listed are charged at £41.66 + £8.34 VAT (**£50.00**), plus travel expenses where appropriate.

To book a talk or tour please [contact us](#).

If you would like to discuss a bespoke talk or tour for your group or organization, please contact the team at explorethepast@worcestershire.gov.uk or telephone 01905 766352.

Workshops

The team deliver a number of workshops, at a variety of prices, each year as part of our Events Programme. These can be one-off workshops or a series and include:

- Starter sessions in family history, local history and using Ancestry
- Children's activities
- Exploring Maps
- Exploring House History
- Introductions to Archaeology and Archaeological Ceramics

To see what we're running this year please click on the [Events Guide](#). Booking should be made [online](#).

In addition we run bespoke or specialist workshops for community groups and projects, at a cost of £33.33 + £6.67 VAT (**£40.00**) per hour. These can be 2-3 hours long, and preparation will be charged at the same rate where appropriate. Travel expense may also be added. To discuss a bespoke workshop please contact the team at explorethepast@worcestershire.gov.uk or 01905 766352.

HER & Advisory

Historic Environment Search

The Historic Environment Record offers two levels of HER search, both can be provided in paper or digital format:

	Standard Search	Reduced Search
An Archaeological Summary	✓	✓
A report of the HER records within the search area	✓	✓
Historic Maps, if requested	✓	✓
GIS shape files	✓ ^	✓
jpeg/pdf maps showing the locations of the HER records	✓	
Cost	£150.00 + £30.00 VAT (£180.00)	£100.00 + £20.00 VAT (£120.00)

^If requested

* This charge is based on a standard search area of a 500m radius on a point. Requests for larger search areas may incur higher charges, reflecting the extra staff time to produce

the HER maps. This does not apply to Reduced Searches as the time spent providing GIS shape files does not increase. Charges will always be agreed before the commencement of any work. Fees are usually waived for private researchers, students and occasionally in certain other circumstances. We also do not currently charge for sending out a single property record or other requests that take less than 15 minutes to complete.

Historic Environment Survey

WAAS offers a bespoke range of services, including landscape surveys and input into conservation management plans. The historic environment elements can be provided in tandem with ecology, landscape, flood management and other specialist areas, provided through a Service Level Agreement with other departments within Worcestershire County Council. Costs vary depending on the nature and complexity of the input required.

To discuss a potential project please [contact us](#).

Historic Environment Planning

As a guide the following is used to define development scale:

Size	Cost	Description
Small	£230.00 + £46.00 VAT (£276.00)	1ha developments and single historic building conversions/alteration works
Medium	£425.00 + £85.00 VAT (£510.00)	Between 1ha & 15ha developments and multiple or complex historic building conversion or alterations
Large or Strategic	£850 + £170.00 VAT (£1,020.00)	>15ha, and major infrastructure projects etc

A fee is chargeable for the provision of the historic environment planning advisory service that we offer, leading to the determination of a planning application or the discharge of conditions on the decision notice. The service includes advice and liaison throughout the archaeological works, monitoring fieldwork, checking the Written Scheme of Investigation for compliance with national and local standards, and ensuring any archaeological reports generated by the project are fit for purpose. The [Planning Advisory Section](#) will be happy to offer advice on all stages of the proceedings.

Neighbourhood Planning

The following levels of service are designed to assist Neighbourhood Planning groups with the development of historic environment, nature conservation (biodiversity) and flood management chapters/sections of their Neighbourhood Development Plans (NDP). There is often added value in cohesively considering issues and opportunities arising in each of these themes, rather than treating them as stand-alone topics. Please [contact the NDP Team](#) to discuss options and costs.

Level	Description
Bronze	A tailored search of the Historic Environment Record; Worcestershire Biological Records; Worcestershire Habitat Inventory and a search of known floodspots. All searches come with supporting maps. Once the NHP has been completed, the policy wording will be checked by an officer before submission short-format feedback provided.
Silver	Includes the Bronze products plus: <ul style="list-style-type: none"> • three half day dedicated parish-based workshops, each workshop covering historic environment; biodiversity and flooding with the focus on interpretation of data; establishing significance, risks, issues and opportunities. • Dedicated staff time to: Interpret and discuss the data, its significance (i.e. ecological and legal contexts) and how it can be used in the plan making processes. • Provide or signpost other resources and toolkits for use in Neighbourhood Development Plans.
Gold	Includes the Bronze and Silver products plus: <ul style="list-style-type: none"> • A one day historic Environment community survey of the Neighbourhood Development Plan area to demonstrate the use of toolkits, discuss significance and value in relation to the local historic environment and landscape character • Up to one day of officer time to advise and assist in the commissioning and co-ordination of ecological survey work (if needed) and in the production of the biodiversity sections of the Neighbourhood Development Plan • Advice and help with the production of flood risk sections of the Neighbourhood Development Plan.

On-Site Services

Photographic Permits

Cost	Permit Type	Description
£6.00 + £1.20 VAT (£7.20)	Daily	This permit is valid for the day of issue
£13.71 + £2.74 VAT (£16.45)	5-Day	This permit is valid for three calendar months. It can be used on any 5 days within the three month period
£42.83 + £8.57 VAT (£51.40)	Annual	This permit is valid for one calendar year
£72.83 + £14.57 VAT (£87.40)	Group Annual	This permit is valid for one calendar year. Members of the group permitted to use the permit must be named at the point of purchase

Permits are not transferrable, and must be produced on the day(s) when you wish to use it.

Please [contact us](#) if you would like to purchase a permit in advance of your visit.

Copyright law still applies, and a copyright declaration form must be signed where appropriate. Our responsibility to the records in our care may mean that some material may not be suitable for copying and a member of staff must be consulted for advice before photography is undertaken.

Printing and Photocopying

Self service (per sheet)	A4	A3
Photocopying books/finding aids	15p	25p
Black and white print outs (microfilm/fiche, internet, CD)	15p	25p
Colour print outs (internet, CD)	50p	85p

Photocopying Archives

Orders are charged at:

- £2.10 for the first sheet, plus
- 41p (A4)
- 51p (A3)

For each additional sheet required. Please ask a member of staff about photocopying archives.

Research Service

For repeat enquiries and longer-term research we recommend use of our research service, this costs:

- £20.00 per hour plus copy costs and travelling expenses where appropriate
- £37.00 per hour for corporate clients, plus copy and travel costs where appropriate
- £25.00 per hour for overseas customers. This includes proportional travel expenses, postage, and a maximum of two photocopies

For information about the Research Service please [contact us](#).

Certificates

[Document text normal style]:

- £28.00 for Baptism and Burial Certificates. This includes up to 1 hour search for the entry, plus certificate
- £13.00 for each additional copy of the certificate
- £10.00 for civil certificates of marriages from Anglican parish registers

These charges are subject to possible change by the Registrar General and the Church Synod.

'If you need help understanding this document in your own language, please contact Ethnic Access Link. Tel: 01905 25121' (*English*)

'যদি এই দলিলাটি আপনার নিজের ভাষায় বুঝতে আপনার সাহায্যের প্রয়োজন হয়, অনুগ্রহ করে Ethnic Access Link (এথনিক অ্যাক্সেস লিঙ্ক) কে 01905 25121 টেলিফোন নম্বরে যোগাযোগ করুন' (*Bengali*)

如果你需要這個文件的中文信息，請聯絡 Ethnic Access Link，電話是01905 25121 (*Cantonese*)

'Jeśli potrzebujesz pomocy w zrozumieniu tego dokumentu w własnym języku, zadzwoń do Ethnic Access Link. Tel: 01905 25121' (*Polish*)

'Se necessitar de ajuda para perceber o conteúdo deste documento na sua língua, contacte a associação Ethnic Access Link pelo telefone: 01905 25121' (*Portuguese*)

'Si necesita ayuda para entender este documento en su idioma, puede ponerse en contacto con Ethnic Access Link en el teléfono 01905 25121' (*Spanish*)

Bu dokümanõ kendi dilinizde anlamak için yardım isterseniz Ethnic Access Link ile temasa geçiniz Tel: 01905 25121' (*Turkish*)

Ethnic Access Link (ایٹھنک ایکسس لنک) سے رابطہ کریں۔ ٹیلی فون: 01905 25121 (*Urdu*) 'اگر آپ کو اس دستاویز کو آپ کی اپنی زبان میں سمجھنے میں مدد کی ضرورت ہے، تو براہ کرم