

Reprographics and Copying Services

Self Service in Search Room

Microfiche Print Outs (Self Service in Search Room)	A4 (Black and White)	£1.20 per sheet
Camera Pass	Images taken are for personal use only	£12.90 per day £38.70 per week £121.00 per annum £250.00 per annum (for Constituted Groups – named list to be provided of members)

Baptism Certificates:

Provision of Baptism certificates	£18.00
Certification of copies	£12.50
Supply:	Collection In Person = FREE during Archives regular opening hours Postage = POA

Digital Photography Orders (Staff facilitated):

Please note the charges below apply to our normal response time of completing orders within 28 days. Where we receive a request for a rush order, prices are 3x standard charge, subject to the availability of staff.

Minimum order (applies to all orders as described below)	£6.00	
Copy of Existing digital image:	Per Image	£3.20
Creation of a new digital image:	Document Handling and Preparation Fee (per order)	£6.50
	For original Documents up to A2 size (up to 420 x 594 mm), per image	£7.00

	For original Documents over A2 size, per image (over 420 x 594 mm)	£9.80	
Supply of digital images:	Email despatch (per email order) (large orders may require more than one email)	£2.00	
Paper Prints (Staff facilitated): (Digital image prints, photocopies & microfilm/microfiche)			
Please note the charges below apply to our normal response time of completing orders within 28 days. Where we receive a request for a rush order, prices are 3x standard charge, subject to the availability of staff.			
Minimum order (applies to all orders as described below)		£6.00	
Creation of a Copies:	Document Handling and Preparation Fee (per order)		£6.50
	Black & White	Up to A3	£2.50
	Colour	Up to A3	£3.00
Supply of printed images:	Collection In Person Postage	FREE during Archives regular opening hours Or POA	
Lincolnshire County Council requests for digital images (Internal use only):	FREE for orders up to 3 images.	Orders exceeding 3 images – (POA to cover staffing costs)	

Publications & Reproductions

Books including E books and web publication included (per image)

Non-profit publications (Lincolnshire Residents)	£45.00		
Non-profit publications (non-Lincolnshire residents)	£90.00		

Commercial Publications	£180.00			
Newspapers/ Magazines web publication included (per image)				
Non-profit publications (Lincolnshire Residents)	£70.00			
Non-profit publications (non-Lincolnshire residents)	£120.00			
Commercial Publications	£220.00			
Commercial e.g. posters/ advertising/ merchandise/ internal decoration (per image)				
Image per use/ per edition	£290.00			
Digital Use only – including websites and social media (per image)				
Non-profit publications (Lincolnshire residents)	£45.00			
Non-profit publications (non-Lincolnshire residents)	£90.00			
Commercial Publications	£180.00			
Broadcasting (TV/Film) (per image)				
Regional (East Midlands)	£120.00	Non-Regional		£340.00
Displays and Exhibitions (up to A3 size) (per image)				
Free Entry (non-profit) exhibitions and events (including talks and lectures) (including promotion)	Temporary (under 6 months duration)	£22.00	Permanent (Over 6 months duration)	£44.00
Commercial (charged entry) exhibitions and events (including talks and lectures) (including promotion)	Temporary (under 6 months duration)	£66.50	Permanent (Over 6 months duration)	£135.00
Unpublished Use (per image)				
Non-profit/personal use (without publication)	Free			
Use in talk, tour, or lecture (commercial/paid entry)	£17.50			
Use in official report or survey (without publication)	£17.50			

Lincolnshire County Council Reproduction of images	FREE for internal use/ not for profit up to 3 images. Orders exceeding 3 images – prices on request (to cover staff preparation time@ £25.00 per hour) NB Normal charges apply where used commercially by LCC partners.
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