

## Reprographics and Copying Services

### Self Service in Search Room

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| Microfiche Print Outs<br>(Self Service in Search Room) | A4 (Black and White)                   | £1.30 per sheet  |
| Camera Pass  | Images taken are for personal use only | £13.50 per day<br>£41.00 per week<br>£127.00 per annum<br>£262.50 per annum (for Constituted Groups –<br>named list to be provided of members) |

### Baptism Certificates:

|                                   |  |
|-----------------------------------|--|
| Provision of Baptism certificates | £18.00   |
| Certification of copies           | £13.00   |
| Supply:                           | Collection In Person = FREE during Archives regular opening hours<br>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) | £6.50   |        |
| Copy of Existing digital image:                          | Per Image   | £3.50  |
| Creation of a new digital image:                         | Document Handling and Preparation Fee (per order)                               | £7.00  |
|  | For original Documents up to A2 size (up to 420 x 594 mm), per image            | £7.50  |
|  | For original Documents over A2 size, per image (over 420 x 594 mm)              | £10.50 |
| Supply of digital images:                                | Email despatch (per email order) (large orders may require more than one email) | £2.10  |

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|---|--|--|-------|
| Lincolnshire County Council requests for digital imaged (for internal use only)   | FREE for orders up to 3 images<br>Orders exceeding 3 images – (POA) to cover staff preparation time @ £26.00 per hour. |  |       |
| <b>Paper Prints (Staff facilitated):<br/>(Digital image prints, photocopies &amp; microfilm/microfiche)</b>   |  |  |       |
| Please note the charges below apply to our normal response time of completing orders within 28 days.<br>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)  | £6.50  |  |       |
| Creation of a Copies:   | Document Handling and Preparation Fee (per order)  |  | £7.00 |
|   | Black & White  | Up to A3   | £3.00 |
|   | Colour   | Up to A3   | £3.20 |
| Supply of printed images:   | Collection In Person<br>Postage  | FREE during Archives regular opening hours<br>Or POA |       |

## Publications & Reproductions

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

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|---|---------|
| Non-profit publications (Lincolnshire Residents and/or majority Lincolnshire related content)         | £47.00  |
| Non-profit publications (non-Lincolnshire residents and/or majority Non-Lincolnshire related content) | £94.50  |
| Commercial Publications   | £189.00 |

### Newspapers/ Magazines web publication included (per image)

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|--|---------|-------------------------------------|---------|------------------------------------|---------|
| Non-profit publications (Lincolnshire Residents and/or majority Lincolnshire related content)          |         | £73.50                              |         |                                    |         |
| Non-profit publications (non-Lincolnshire residents and/or majority Non-Lincolnshire related content)  |         | £126.00                             |         |                                    |         |
| Commercial Publications  |         | £231.00                             |         |                                    |         |
| <b>Commercial e.g. posters/ advertising/ merchandise/ internal decoration (per image)</b>              |         |                                     |         |                                    |         |
| Image per use/ per edition   |         | £304.50                             |         |                                    |         |
| <b>Digital Use only – including websites and social media (per image)</b>                              |         |                                     |         |                                    |         |
| Non-profit publications (Lincolnshire residents and/or majority Lincolnshire related content)          |         | £47.50                              |         |                                    |         |
| Non-profit publications (non-Lincolnshire residents and/or majority Lincolnshire related content)      |         | £94.50                              |         |                                    |         |
| Commercial Publications  |         | £189.00                             |         |                                    |         |
| <b>Broadcasting (TV/Film) (per image)</b>  |         |                                     |         |                                    |         |
| Regional (East Midlands)   | £126.00 | Non-Regional                        | £357.00 |                                    |         |
| <b>Displays and Exhibitions (up to A3 size) (per image)</b>  |         |                                     |         |                                    |         |
| Free Entry (non-profit) exhibitions and events (including talks and lectures) (including promotion)    |         | Temporary (under 6 months duration) | £23.00  | Permanent (Over 6 months duration) | £46.00  |
| Commercial (charged entry) exhibitions and events (including talks and lectures) (including promotion) |         | Temporary (under 6 months duration) | £70.00  | Permanent (Over 6 months duration) | £142.00 |
| <b>Unpublished Use (per image)</b>   |         |                                     |         |                                    |         |
| Non-profit/personal use, or use within an official report or survey (without general publication)      | Free    |                                     |         |                                    |         |

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| Use in talk, tour, or lecture<br>(commercial/paid entry)        | £22.00   |
| Embedded use in official report<br>or survey (with publication) | £22.00   |
| Lincolnshire County Council<br>Reproduction of images           | FREE for internal use/ not for profit up to 3 images.<br>Orders exceeding 3 images – prices on request<br>NB Normal charges apply where used commercially by LCC partners. |