

WORCESTERSHIRE RECORD OFFICE (HQ Branch)

COPYING & CERTIFICATE CHARGES 2003

SELF-SERVICE

Photocopying	A4	25p per sheet
	A3	30p per sheet
Microfiche and Microfilm print-out	A4	60p per sheet

MICROFILMING

separate price list available on request

PHOTOGRAPHIC WORK

Self-Service	(i.e. DIY with own equipment)	£1 per image (to a maximum of £10 per visit)
Professional	(a)	Photographer's own charge plus a handling fee of £15.00
	(b)	Photographer's own charge plus a £10.00 fee if photographer visits Record Office

SCANNING

A5 scanned images	£4.00
A4 scanned images	£6.00
A3 scanned images	£10.00
duplicate copies	£2.00

RESEARCH BY PROFESSIONAL RESEARCHER

£16.00 per hour	(or part, minimum 1 hour) plus copy costs and travelling expenses where appropriate
£25.00 per hour	for corporate clients plus copy costs and travelling expenses where appropriate

PHOTOCOPYING/PRINT-OUT BY PROFESSIONAL RESEARCHER (see notes over)

£16.00 per hour	(or part, minimum 1 hour) plus copy costs and travelling expenses where appropriate
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CERTIFICATES

Anglican Church certificates of baptisms or burials	£14.00 each
Civil certificates of marriages from Anglican parish registers	*£7.00 each

ADDITIONAL CHARGES

- Postage and packing, at cost.
- All prices, except certificate charges, include VAT.
- Overseas orders: a currency surcharge will be added to all overseas orders, according to current bank charges.
- Insurance: an insurance charge according to the current Post Office rates will be added to orders by post if a client specifically requests and pre-pays this. Otherwise no insurance is offered and no liability whatsoever for any form of loss will be accepted by the Record Office

NOTES

- No photocopying is done direct by staff. Postal requests are dealt with by, and at the rates of, Professional Researchers.
- Payment for services is required in advance. No copies of certificates will be given until payment has been received in full.
- Cheques should be made payable to "**Worcestershire County Council**", or if you are using our Research Service, to "**Susan Campbell**".

Copyright: the following statement is brought to your attention.

Copyright, Designs and Patents Act 1988

You are limited by law to taking only single copies of documents for purposes of research and private study, provided that the copyright owner has not prohibited copying. Copying of published material still in copyright should be restricted to no more than 10% of an entire book, or approximately 10 pages in one extract or 20 pages in a series of extracts, whichever is the less. You should therefore satisfy yourself that you fully comply with the legislation.

You are required to sign a declaration that you have observed these rules.

WHERE TO CONTACT

Headquarters
Record Office
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WR5 2NP

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Minicom: (01905) 766399
Email: RecordOffice@worcestershire.gov.uk
Internet: <http://www.worcestershire.gov.uk/records>

OPENING TIMES

Monday	09.30 - 19.00
Tuesday	09.30 - 17.30
Wednesday	09.30 - 17.30
Thursday	09.30 - 17.30
Friday	09.30 - 19.00
Saturday	09.30 - 16.00