

Aberdeen City & Aberdeenshire

ARCHIVES

TABLE OF FEES

WITH EFFECT FROM 4 JANUARY 2011

All charges are inclusive of VAT. Additional postal charges will be added to all overseas orders. A receipt will be issued for all transactions.

		TOTAL COST (£)	EXCLUDING VAT
1	Copies per page:		
1.1	A4	0.40	0.33
1.2	A3/legal	0.60	0.50
1.3	Microfilm & computer printouts	0.25	0.21
1.4	Scanned/digital image x A4	0.50	0.42
1.5	Scanned/digital image x A3	1.00	0.83
1.6	Cost of cd	0.50	0.42
1.7	Surcharge for copy order over 25 sheets (& for each 25 thereafter. Includes postage)	5.00	4.17
1.8	handling charge for orders posted overseas	3.50	2.92
2	Quick copies of Sasine registers, registers of deeds & cartularies (applicable to customers for business or legal purposes - certified copies can also be made. Please ask archives staff for further information):		
2.1	copy of each entry where full date of registration given (includes postage)	25.00	20.83
2.2	additional search fee per volume (if date of registration not given)	5.00	4.17
2.3	production fee per volume for searches in person	3.50	2.92
2.4	Surcharge for urgent request (within 48 hours)	25.00	20.83
2.5	Certified copies	As appropriate	
3	Valuation rolls and electoral registers: Staff searches will attract a charge (see 7 below)		
3.1	copy / transcript of each entry for business and legal purposes where date of registration given (includes postage)	10.00	8.33
3.2	production fee per volume for searches done in person (for business or legal purposes)	3.50	2.92

4	Data Subject Access Fee (under Data Protection Act 1998)		
4.1	Data subject access fee	10.00	
5	Planning & building warrant records: As appropriate		
5.1	Professional reprographic charges	As appropriate	
5.2	handling charge for professional plan copying	20.00	16.67
6	Photographic orders		
6.1	Professional charges	as appropriate	
6.2	handling charge	20.00	16.67
7	Staff searches on behalf of researchers: Please note staff advice is free of charge		
7.1	Staff searches (charged per 15 minutes)	7.50	6.25
8	Reproduction fees:		
8.1	book, magazine, television, video & multimedia reproduction of archive material, per item	50.00	
9	Video Recording:		
9.1	Access charge for video recording (reproduction fees charged separately)	30.00	
10	Use of own camera equipment Copyright permission must be sought		
10.1	Use of own camera equipment	No charge	
11	Minimum invoice:		
11.1	all fees requiring an invoice will attract a minimum charge of	15.00	12.50