



## LOCAL STUDIES CHARGES

Aberdeen Local Studies service welcomes enquiries relating to local and family history. We can give advice on the numerous sources available and are able to conduct basic searches of our collections to suggest how we can help with your research. Where we provide copied extracts of our resources (subject to copyright restrictions), the Printing & Copying charges (see below) will be applicable.

Enquiries requiring substantial staff assistance will be undertaken at the discretion of the department, for which the following Research charges will apply. Before commencing any research which would incur a fee, we will contact you detailing the likely charge applicable and reach agreement on work to be undertaken. Research will normally be conducted to a maximum of 2 hours per enquiry.

Customers wishing to use their own digital camera to capture images of Local Studies stock must first seek permission from a member of staff. A charge of £1 per hour or part thereof will then apply.

### Charges including 20% VAT

Please note that VAT is not applied to overseas customers outside the EU

Research:

- £20 per hour (charged per 15 minutes undertaken at £5 each)

Printing & Copying:

Cost per sheet	A4 B&W	A4 Colour	A3 B&W	A3 Colour
Photocopies	20p	50p	40p	£1
Microfilm printouts	20p	N/A	40p	N/A
Computer printouts	40p	40p	N/A	N/A

### Charges excluding 20% VAT

Research:

- £16.67 per hour (charged per 15 minutes undertaken at £4.17 each)

Printing & Copying:

Cost per sheet	A4 B&W	A4 Colour	A3 B&W	A3 Colour
Photocopies	17p	42p	33p	83p
Microfilm printouts	17p	N/A	33p	N/A
Computer printouts	33p	33p	N/A	N/A

Copied extracts to a nominal value of approximately £1 will be included in the research charges. Thereafter, copying and postage charges will be applied. Payment is required within 2 weeks following receipt of material. Costs will be advised once research is complete. Cheques should be in **pounds sterling** and made payable to **Aberdeen City Council**. Payment can be made by credit or debit card. We can accept **Mastercard, Maestro, Visa, Visa Electron, Solo** and **JCB** cards. A **£5.00 minimum** charge is made for all card payments. Payments by telephone can be made on +44 (0)1224 652512.