

Services and Charges 2019-20

We offer a wide range of services to remote services, from assistance in researching documents, providing high quality images, talks for community groups and services for the media.

Please [contact us](#) for further details on any of the services offered.

Public Search Service

Information on our service and resources held will always be given free of charge. If the search involves accessing original archives, local studies books or microfilm resources including parish registers, wills, newspapers and electoral registers there will be a charge to cover staff time.

Limited look up and microfilm copies, where references and/or dates, names and places are known.	£12.50 + £2.50 VAT (£15.00) per hour
Public Research Service, for with more in-depth or longer-term research enquiries	£25.00 + £5.00 VAT (£30.00) per hour
Commercial Research Service for companies requiring information from our collections	£50.00 + £10.00 VAT (£60.00) per hour
Research Consultation – for one to one consultation on your research or using the archives. Please book this in with the team	£8.33 + £1.67 VAT (£10.00) per half hour

All written enquiries will be responded to within 10 working days. If an earlier response is required an **Express Fee** will be charged:

Public Research Service and Limited look ups	£4.16 + £0.84 VAT (£5.00) per hour in addition to the hourly rate charged above
Commercial Research Service	£8.32 + £1.68 VAT (£10.00) per hour in addition to the hourly rate charged above

For more information please [contact us](#) with your request.

Publication and Research for Media

Archive resources can help bring to life stories from the past, and we are keen that they are used by radio and TV journalists as well as researchers. We offer a number of services for the media. To discuss these further, please [contact us](#).

Research

We are very happy to discuss potential projects and advise on possible sources. We can also be commissioned to undertake research on your behalf.

This is charged at a fee of £50.00 + £10.00 VAT (**£60.00**) per hour.

Filming and Recording

Filming on-site at Gwent Archives will incur a charge and an agreement form will need to be signed.

Filming / Recording per hour	£30.00 + £6.00 VAT (£36.00)
Filming / Recording per half day (3 hours)	£90.00 + £18.00 VAT (£108.00)
Filming / Recording full day (6 hours)	£180.00 + £32.00 VAT (£212.00)
Staff supervision (per hour)	£45.00 + £9.00 VAT (£54.00)
Travel expenses, if off-site	Dependent on location
Conservation of document, if required (per hour)	£25.00 + £5.00 VAT (£30.00)
Express fee for conservation, if required	Variable, depending on timescales

For further information please [contact us](#). Filming or recording will be charged at a higher rate if it will make services or resources unavailable to staff or customers.

Reproducing film or images taken is subject to additional fees, as stated below:

Use of collections

In common with other archives, Gwent Archives has the right to authorise the reproduction of its collections. In return for granting permission to reproduce the images, the following charges are made. Unless otherwise stated, the fees cover non-exclusive, one time, single edition use and are per image/recording.

Television/radio broadcast over 5 years	£105.00 + £21.00 VAT (£126.00)
Television/radio broadcast over 10 years	£125.00 + £25.00 VAT (£150.00)
Television/radio broadcast over 15 years	£160.00 + £32.00 VAT (£192.00)
Television/radio broadcast in perpetuity	£250.00 + £50.00 VAT (£300.00)
Website – Personal	Please Contact us
Website – Educational/Charitable	£20.00 + £4.00 VAT (£24.00)
Website – Commercial	£50.00 + £10.00 VAT (£60.00)
Publications – Non-Commercial	£12.50 + £2.50 VAT (£15.00)
Publications – Commercial	£29.16 + £5.84 VAT (£35.00)
Exhibition – Non-Commercial	£25.00 + £5.00 VAT (£30.00)
Exhibition – Commercial	£66.00 + £14.00 VAT (£80.00)

In addition to the publication charges, there may also be handling and/or research fees. For further information please [contact us](#) with your request.

Transcription/Translation

Transcription/Translation services at £25.00 + £5.00 VAT (**£30.00.**) per hour. Please [contact us](#) for a quote.

Copying Services

Printing and Photocopying

Self-service computer print outs (per sheet)	8.3p + 1.7p VAT (10p)
Photocopies and microfilm print outs (per sheet)	41.6p + 8.4p VAT (50p)
Copies ordered by post	£4.16 + £0.84 VAT (£5.00) for the first copy, subsequent copies charged at 50p and 10p as above
Certification Fee	£8.32 + £1.68 VAT (£10.00)

Self-service Photographic Permits

Daily	£2.08 + £0.42 VAT (£2.50)	This permit is valid for the day of issue
Monthly	£8.32 + £1.68 VAT (£10.00)	This permit is valid for one month
Annual	£20.83 + £4.17 VAT (£25.00)	This permit is valid for one calendar year
Group Annual	£41.66 + £8.34 VAT (£50.00)	This permit is valid for one year. Members of the group permitted to use the permit must be named at the point of purchase

Permits are not transferrable, and must be produced on the day(s) you wish to use it.

Copyright law still applies, and a copyright declaration form must be signed where appropriate. Our responsibility to the records in our care may mean that some material may not be suitable for copying and a member of staff must be consulted for advice before photography is undertaken.

Digitisation Services

High-quality, high resolution images of our collections are available to order on-site at Gwent Archives or by [making an enquiry](#).

On-site orders

Single image ordered (inclusive of printouts or copy on CD)	£4.16 + £0.84 VAT (£5.00)
Additional images in the same order (inclusive of printouts or copy on CD)	Hourly rate of £20.00 + £4.00 VAT (£24.00)

Orders by post

Single image ordered (inclusive of printouts or copy on CD)	£10.00+ £2.00 VAT (£12.00)
Multiple images (inclusive of printouts or copy on CD)	Contact Gwent Archives for larger orders, which will be charged at an hourly rate of £20.00 + £4.00 VAT (£24.00)

Postage and packaging will be charged in addition to the costs above. Please [Contact us](#) for a quote.

Conservation Services

Our conservation service is run by a professionally qualified conservator with several years' experience working in archives. We specialise in the repair and conservation of books, paper, maps, parchment and wax seals. We undertake work for other archive services, as well as private individuals.

The cost of a private consultation (per half an hour) is £8.33 + £1.67 VAT (**£10.00**) and the cost of conservation treatment is £25.00 + £5.00 VAT (**£30.00.**) per hour plus the cost of materials. An express fee of £8.33 + £1.67 VAT (**£10.00**) will be charged for work required quickly.

Please [contact us](#) to discuss your project.

Archive Collections

Cataloguing Services

Cataloguing a collection, to professional standards, is charged at £25.00 + £5.00 VAT (**£30.00**) per hour. Please [contact us](#) if you would like to discuss a potential project.

Archival Storage & Retrieval

The charges below give an indication of charges, which are negotiable depending on the amount of storage required.

Charge	Cost	Unit
One-off administration(set up)	£4.17 + £0.83 VAT (£5.00)	Per box
Storage	8.3p + 1.7p VAT (10p)	Per box, per week
Retrieval	£25.00 + £5.00 VAT (£30.00)	For the retrieval of up to 3 boxes
Permanent withdrawal	£4.17 + £0.83 VAT (£5.00)	Per box

Please [contact us](#) to discuss storage and retrieval requirements

Education Activities

Group Talks and Tours

If your organisation would like to arrange a tour of Gwent Archives please [contact us](#) to discuss availability.

Daytime – to 15 people	£25.00 + £5.00 VAT (£30.00) per hour
Daytime – to 30 people	£50.00 + £10.00 VAT (£60.00) per hour
Evening – to 15 people	£25.00 + £5.00 VAT (£30.00) per hour, plus the cost of staffing the General Offices for the duration of the visit (£15.00 per hour) and a close-down fee (£25.00)
Evening – to 30 people	£50.00 + £10.00 VAT (£60.00) per hour, plus the cost of staffing the General Offices for the duration of the visit (£15.00 per hour) and a close-down fee (£25.00)

We also offer a series of talks for groups and organisations, including:

- Exploring Gwent Archives
- Starting your Family History
- Births, Marriages and Deaths and Parish Records
- The Census and the 1939 Register
- The History of your House
- World War One Records
- Following the First World War through School Log books
- Conserving Gwent Archives

All talks listed are charged at £50.00 + £10.00 VAT (**£60.00**) for 2 hours, plus travel expenses where appropriate.

To book a talk or tour please [contact us](#).

If you would like to discuss a bespoke talk or tour for your group or organisation, please [contact the team by email](#) or telephone 01495 353363.

Workshops and Events

The team deliver a number of workshops, at a variety of prices, each year as part of our Events Programme.

To see what we're running this year please click on our [website](#). Booking should be made by [contacting us](#), and payment is required in advance.

In addition we run bespoke or specialist workshops for community groups and projects, at a cost of £25.00 + £5.00 VAT (**£30.00**) per hour. These can be 2-3 hours long, and preparation will be charged at the same rate where appropriate. Travel expense may also be added. To discuss a bespoke workshop please [contact us](#).

Room Hire

Within Gwent Archives we have a large room available to hire. The space is very flexible, and could be used as a lecture space for up to 50 people, cabaret style for informal workshops or in boardroom layout for a meeting room. Please [contact us](#) to check availability and make your booking.

The room is available to hire Monday – Friday between 9am and 5pm. For information on weekend and out of hours prices please [contact us](#).

Hourly rate	£25.00 (VAT exempt)
Half day (9am – 1pm or 1pm-5pm)	£50.00 (VAT exempt)
Full day	£100.00 (VAT exempt)

Technical Equipment

The interactive whiteboard and projector are free to use, and the following are available:

PA System	£20.00 + £5.00 VAT (£25.00)
Laptop	£8.33 + £1.67 VAT (£10.00)
Lectern	£8.33 + £1.67 VAT (£10.00)
Flipchart	£4.16 + £0.84 VAT (£5.00)

Refreshments

Light refreshments for up to 40 people can be ordered with your room booking.

Tea/Coffee (per cup)	83p + 17p VAT (£1.00)
Tea/Coffee with biscuits (per serving)	£1.50 + £0.30 VAT (£1.80)

Catering can be provided through the General Offices team, please [contact them](#) by email or call on 01495 356056.