

Services and Charges 2024-25

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Introduction

Information on our service, facilities and collections will always be given free of charge and the fees below relate to additional, chargeable, services. Please [contact us](#) for further details on any of the services offered.

Search Service

If the search involves accessing original archives, local studies books or microfilm resources 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.	£14.33 + £2.87 VAT (£17.20) per hour
Public Research service, for more detailed or in-depth requests	£28.67 + £5.73 VAT (£34.40) per hour
Commercial Research Service for companies requiring information from our collections	£57.33 + £11.47 VAT (£68.80) per hour
Research Consultation – for one to one consultation on your research or using the archives	£9.56 + £1.91 VAT (£11.47) per hour

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

Public Research Service and Limited look ups	£4.78 + £0.96 VAT (£5.73)
Commercial Research Service	£9.56 + £1.91 VAT (£11.47) per hour

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.

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 £57.33 + £11.47 VAT (**£68.80**) per hour.

Filming and Recording

Filming / Recording per hour	£33.72 + £6.74 VAT (£40.46)
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Filming / Recording per half day (3 hours)	£103.27 + £20.65 VAT (£123.92)
Filming / Recording full day (6 hours)	£202.67 + £40.53 VAT (£234.51)
Staff supervision (per hour)	£51.63 + £10.33 VAT (£61.95)
Travel expenses, if off-site	Dependent on location
Conservation of document, if required (per hour)	£28.67 + £5.73 VAT (£34.40)
Express fee for conservation, if required	Variable, depending on timescales

Filming or recording will be charged at a higher rate if it will make services or resources unavailable to staff or customers and 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	£120.39 + £24.08 VAT (£144.47)
Television/radio broadcast over 10 years	£143.37 + £28.67 VAT (£172.04)
Television/radio broadcast over 15 years	£183.48 + £36.70 VAT (£220.18)
Television/radio broadcast in perpetuity	£286.73 + £57.35 VAT (£344.08)
Website – Personal	Please Contact us
Website – Educational/Charitable	£22.96 + £4.59 VAT (£27.56)
Website – Commercial	£57.33 + £11.47 VAT (£68.80)
Publications – Non-Commercial	£14.33 + £2.87 VAT (£17.20)
Publications – Commercial	£33.44 + £6.69 VAT (£40.13)
Exhibition – Non-Commercial	28.67 + £5.73 VAT (£34.40) per hour
Exhibition – Commercial	£76.49 + £15.30 VAT (£91.79)

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 £28.67 + £5.73 VAT (**£34.40**) 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	£4.78 + £0.96 VAT (£5.73) for the first copy, subsequent copies charged at 50p and 10p as above
Certification Fee	£9.56 + £1.91 VAT (£11.47)

Self-service Photographic Permits

Daily	£6.25 + £1.25 VAT (£7.50)	Valid for the day of issue
Monthly	£20.83 + £4.17 VAT (£25.00)	Valid for one month
Annual	£50.00 + £10.00 VAT (£60.00)	Valid for one calendar year
Group Annual	£83.32+ £16.68 VAT (£100.00)	Valid for one year, for group members named at the point of purchase

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 electronic copies)	£4.78 + £0.96 VAT (£5.73)
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Additional images in the same order (inclusive of printouts or electronic copies)	£22.96 + £4.59 VAT (£27.56)
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Orders by post

Single image ordered (inclusive of printouts or electronic copies)	£11.50 + £2.30 VAT (£13.80)
Multiple images (inclusive of printouts or electronic copies)	Contact Gwent Archives for larger orders, which will be charged at an hourly rate of £22.96 + £4.59 VAT (£27.56)

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

Conservation Services

The cost of a private consultation (per half an hour) is £9.56 + £1.91 VAT (**£11.47**) per hour and the cost of conservation treatment is £28.67 + £5.73 VAT (**£34.40**) per hour plus the cost of materials. An express fee of £9.56 + £1.91 VAT (**£11.47**) per hour 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 £28.67 + £5.73 VAT (**£34.40**) 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	£4.78 + £0.96 VAT (£5.73)	Per box
Storage	£18.92 + £3.78 VAT (£22.71)	Per shelf, per year

Retrieval	£28.67 + £5.73 VAT (£34.40) per hour	Per hour
Permanent withdrawal	£4.78 + £0.96 VAT (£5.73)	Per box

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

Workshops, Talks and Tours of Gwent Archives

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

Group Tours and Talks

Daytime – to 15 people	£28.67 + £5.73 VAT (£34.40) per hour
Daytime – to 30 people	£57.33 + £11.47 VAT (£68.80) per hour
Evening – to 15 people	£28.67 + £5.73 VAT (£34.40) per hour plus the cost of staffing the General Offices for the duration of the visit and a close-down fee (cost to be confirmed)
Evening – to 30 people	£57.33 + £11.47 VAT (£68.80) per hour, plus the cost of staffing the General Offices for the duration of the visit and a close-down fee (cost to be confirmed)

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 £56.23 + £11.25 VAT (**£67.47**) 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 766251.

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 £28.67 + £5.73 VAT (**£34.40**) 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](#).