

**Charges as of 1 April 2021**

Prices are inclusive of VAT where applicable.

Service	Detail	Prices
<b>Printing/Copying</b>		
Photocopying (all by staff)	A4 B/W	30p / sheet
Photocopying (all by staff)	A4 Colour	60p / sheet
Photocopying (all by staff)	A3 B/W	60p / sheet
Photocopying (all by staff)	A3 Colour	80p / sheet
Printout from PC	B/W A4	30p / sheet
Printout from PC	Colour A4	60p / sheet
Printout from PC	B/W A3	60p / sheet
Printout from PC	Colour A3	80p / sheet
Printout from Microfilm / fiche reader	B/W A4	80p / sheet
Printout from Microfilm / fiche reader	B/W A3	£1.30 / sheet
Scans to digital printout	Items suitable and size <A3 scanner	£10.90 + 75p / sheet
Plan / map / oversize copying	On request	N/A
<b>Fees for Photography / Reproduction used in publication (printed, website, film etc.)</b>		
Personal or Educational reference		By arrangement
For commercial purposes (print run less than 10,000, five year licence)	Single country, single language rights	By arrangement
	World rights	By arrangement
<b>Fees for self photography / filming</b>		
Personal or educational reference photography	£10.30 per day	
For commercial purposes	Filming / filming	By arrangement
<b>Research Services</b>		
ScotlandsPeople daily fee	For terms refer to Heritage Hub	£15
Remote Research Service	For enquiries after initial 30 minutes of attention per enquiry	£30.90 per hour
<b>Administration Charges (orders up to £25 – orders over and up to £50 double the cost. Orders above £50 – price on application)</b>		
Photocopies/ Items (eg CD's)	Britain & Europe	Depending on weight / size: from £5.50
Photocopies/ Items (eg CD's)	Outside Europe	Depending on weight / size: from £5.50