

NORFOLK RECORDS COMMITTEE

1 May 2014

Item no 9

Norfolk Record Office

Review of Norfolk Record Office Charges

A Report by the County Archivist

Executive Summary

This report contains a set of revised charges for the Norfolk Record Office. Charges have been reviewed and adjustments made where appropriate.

Action Required

The Norfolk Records Committee is asked to consider and comment on the table of charges contained in the Appendix and if found acceptable to approve their use from 1 June 2014.

1 Introduction

- 1.1 This report presents the annual review of charges made by the Norfolk Record Office.
- 1.2 The Norfolk Record Office provides a free searchroom service where visitors can view the Collection without charge. However, charges are made when additional services, such as printing and photography are required. As an alternative to visiting the searchrooms the NRO offers a number of remote access services.
- 1.3 The format of the charges has been revised this year with the aim of making the charges clearer. It also shows charges inclusive of VAT.
- 1.4 The NRO also provides access outside of its searchrooms through its engagement programme. Some of the activities are offered free of charge, others will require a fee to be paid.
- 1.5 All charges outlined in this document may be waived or varied by the County Archivist wherever benefit to the service may arise by doing so
- 1.6 Charges are shown broken down under a number of headings
- 1.7 Searchroom Services: These are for the visitors to the searchrooms. A new charge is being introduced for a 30 minute photography permit along

with agreement that permits can also be used in NCC Local Studies Libraries.

- 1.8 Remote Services: These cover charges for alternative means of access for those who do not visit the NRO. There is also a new Digitization on Demand charge of £24 for up to five images. If more than five images are required to digitize the document, a sample of five images will be taken and an estimate of the cost to complete the work will be supplied. This service will also be available for the ordering of photocopies.
- 1.9 Visits, Talks and Classes: Education and outreach represents an important aspect of the NRO's work. The NRO will continue to provide a number of free lectures and activities. However, it is proposed that the NRO also charges for certain activities which in the past have relied on a voluntary donation. To reduce the impact on small groups who may want to visit the NRO, special days will be arranged when visits can be shared between groups and, consequently, a reduced fee will apply.
- 1.10 Room Hire: No changes to charges are proposed here.

2. Equality Impact Assessment (EqIA)

- 2.1 The NRO will maintain a free service for its visitors to the searchrooms and for certain activities in line with its service plan priorities. The changes in charges outlined in this report will not more adversely affect one group than another based on disability, gender, race, religion and belief, and sexual orientation.

3. Section 17 – Crime and Disorder Act

- 3.1 There are no direct implications for Crime and Disorder within this report.

4. Recommendation or Action Required

The Norfolk Records Committee is asked to consider and comment on the table of charges contained in the Appendix and if found acceptable to approve their use from 1 June 2014.

Officer Contact

If you have any questions about matters contained in this paper please get in touch with:

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Appendix 1:Table of Charges

Searchroom Service	inc VAT	exc VAT	Previous charge (exc VAT)
Photocopies of archives / printouts by staff	£1.80	1.50	£0.90 – 4.00
Photocopies of non-archival material	£0.50	0.42	£0.30
Self Service printing from PCs and reader printer (Note: for reader printer use a 10 image prepayment card is required)	£0.50	0.42	£0.50 and £0.60
Digital photographs from single document	£12 for single image or £24 for half hour of work	10.00 20.00	
Photography permits: <ul style="list-style-type: none"> • 30 minutes • 1 day • 1 week • 1 month 	£4.00 £10.50 £35.00 £70.00	n/a n/a n/a n/a	New Charge £10.50 £35.00 £70.00
Remote Services			
Orders for printouts from microforms by post (minimum charge £5)	£1.80	1.50	1.50 each
Photocopies of non-archival material (minimum charge £5)	£0.50	0.42	
Copies of roll film (16 and 35mm) and microfiche (minimum order 10 fiche)	£60.00	50.00	30 and 45
Copying of Sound Recordings and electronic data	£24.00 half hour (Half hour minimum charge)	20.00	£15 per half hour
Professional services inc. conservation, doc preparation, special supervision.	£48.00 per hour	40.00	39
Search service (Note: For Motor Vehicle Registration Searches a one hour search is required and includes a copy if found)	£24.00 per half hour (Half hour minimum charge)	20.00	19
Digitization / Photocopying on Demand (limited no of images and, where required, estimate of further work)	£24.00	20.00	n/a
Certification of facsimiles	£26.40	22.00	22.00

Visits, Talks and Classes			
Non-fee paying schools	Free for standard 2 hour session. £48.00 per hour for additional work requested by school.	n/a	n/a
Fee paying schools	£48.00 per hour (minimum charge 2 hours)	n/a	n/a
Group visits	£48.00 per hour (minimum charge 2 hours)	n/a	n/a
Group visits - set days up to 10 people	£24.00 per hour (minimum charge 2 hours)	n/a	n/a
External talks	£48.00 per hour (minimum charge 3 hours)	n/a	n/a
Workshops / classes	Variable dependent on associated costs on length of course.	n/a	n/a
Reproduction, Filming and Broadcast Fees			
Publication per image : One Language Rights World Rights	£100 £150		
Filming Facility Fee	£100 per hour	n/a	up to £250
Staff Attendance Time	£48 per hour	n/a	
Film / video flash fee, 10 seconds	£100		

Rooms Hire - NRO: The Archive Centre

Booking group in order of priority use	The Green Room			
	Half Day or evening excluding equipment	Half Day or evening including equipment	Full Day excluding equipment	Full Day including equipment
NRO	n/a	n/a	n/a	n/a
EAFA	n/a	£40	n/a	£45
Local Authorities	£90	£110	£120	£145
External	£150	£170	£175	£195

Booking group in order of priority use	Hayman or Quadrangle Room		Long Gallery	
	Half day or evening	Full day	Half day or evening	Full day
NRO	n/a	n/a	n/a	n/a
EAFA	n/a	n/a	n/a	n/a
Local Authorities	£80	£95	£100	£120
External	£120	£140	£160	£175

Booking fees

Ordinarily bookings are not accepted more than three weeks in advance and no block bookings are allowed. The fee for external bodies is £55.00 and for Local Authorities £40.00.