

Copying Services and Price List

We offer a range of options for supplying copies and are happy to advise, without charge, as to the most suitable method of copying for particular documents. For detailed estimates of costs, however, we will charge for the time taken (see section 6).

Most documents can be copied by at least one method, but a minority of the NRO's holdings, including many architects' drawings of the last century or so, cannot be copied because of copyright and other restrictions.

All prices include VAT at the current rate; postage and packing is extra.

1. Photocopies

Suitable for loose papers and some other documents which readily lie flat and which are no bigger than A3 in size when opened out. **Not suitable** for large documents, pages from bound volumes, documents which are tied, sewn or pinned together in such a way that they would require folding back for copying, multi-membrane rolls or seals.

A4/A3 photocopies from documents per sheet	£1.80
Photocopies of searchroom lists and other searchroom finding aids per sheet	50p
Please see also section 6 (Additional charges which may be applied to orders for copying).	

2. Printout copies from microfilm/fiche

Suitable for documents which are already available as microfilm or microfiche copies. Printout copies can either be supplied by staff or made by visitors to the NRO using a card purchased at NRO Reception. The card operates a self-service reader-printer in the searchroom.

A4/A3 black and white printout copies supplied by the NRO, per sheet	£1.80
Self-service black and white printout copies, per card (each card enables ten copies to be made at 50p per sheet)	£5.00 per printout card
Please see also section 6 (Additional charges which may be applied to orders for copying).	

3. Diazo duplicates of existing microfilm and microfiche

Suitable for documents which are already available as microfilm or microfiche copies and for customers who have access (for film) to a microfilm reader (for 16 mm film, a microfilm reader fitted with a high-magnification lens) or (for fiche) a microfiche reader. Most diazo duplicates result in a negative image (white writing on a black background).

Duplicate of 16 mm microfilm per reel	£60.00
Duplicate of 35 mm microfilm per reel	£60.00
Duplicate of existing fiche : minimum order of 10 fiche	£60.00
Each additional fiche thereafter	£6.00
Please see also section 6 (Additional charges which may be applied to orders for copying).	

4. Facility fee for photography by visitors in the searchroom

Suitable for visitors who have their own cameras and wish to take their own photographs of original documents, microfilms or fiche and reference works in the searchroom.

30 minute permit	£4.00
Photography permit (per day)	£10.50
Photography permit (per week)	£35.00
Photography permit (four-weekly)	£70.00

5. Digital images

Suitable for most types of documents. Supplied as electronic images (normally jpegs) on CD.

Digital photographs from single document	£12.00 for single image or £24.00 for half hour of work
Digital images from existing files	£10 for first image and £1.80 for each subsequent image
Please see also section 6 (Additional charges which may be applied to orders for copying).	

6. Additional charges which may be applied to orders for copying

In **addition** to the charges listed above, a fee of £48.00 per hour will be applied in the following circumstances:

- if conservation work is required to enable copying, e.g., flattening, removal of pins
- for locating documents or entries not readily identifiable (e.g., by a unique reference number) or for locating large numbers of items or entries
- for preparing detailed estimates of copying charges

7. Copies of sound recordings

Work on time-charge basis	£28 per half hour
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8. Reproduction, Filming and Broadcast Fees

Prices quoted include VAT

Category	Fee
Filming Facility fee: for filming or TV companies filming, including rostrum photography, within Record Office premises,	£100 per hour
Staff Attendance Time	£48 per hour
Film/video flash fee, 10 seconds	£100

Reproduction Fees

These are charged in addition to any duplication costs.

Category	Fee
Publication per image: For publications of 2000 or less copies For publications of over 2000 copies: One Language Rights World Rights	Copy of publication to be supplied to NRO on request £100 £150

9. Other fees and charges

Searches, transcriptions and translations	Please see our separate information leaflet no. 2, <i>Research and Copying Service</i> , for details of these fees.
Copy birth, death and marriage certificates of Norfolk registration records	£11.00 for the first certificate with a reduced cost of £10 for subsequent certificates.
Priority Service	£21.00 Orders available for next day collection or next day despatch by first class post. Orders must be placed by 2pm to qualify. Those placed before the weekend or a bank holiday will be completed the next working day.
Motor Vehicle registration search – a	£48.00

one hour search is required and includes a copy if found	
Certification of facsimile copies of documents, per image (NB does not include creating the facsimile)	£26.40
Certification of transcripts, per 100 words (NB does not include making the transcript)	£26.40
Annual charge for inclusion on Record Searchers' List	£50.00
Certificates (certified copies of entries of baptisms or marriages in church registers held by the NRO)	<p>Baptism certificate: £13.00.</p> <p>Marriage certificate (pre-1837): £13.00.</p> <p>Marriage certificate (post-1837): £9.00. (VAT not applicable to these prices)</p>

VAT

VAT is payable within the UK, and on goods/services supplied to countries within the European Union. It is not payable on supplies made outside the EU. If you require information about non-VAT prices, please contact us.

UK Customers

A minimum charge of £5 applies to orders paid for by cheque. A Norfolk County Council invoice will be issued for orders of £10 or more.

Non-UK Customers

A minimum charge of £10 applies, for which a Norfolk County Council invoice will be issued.

Please note: Sterling Money Orders cannot be accepted in payment. However, the NRO is able to accept credit/debit card payments at The Archive Centre.



If you need this leaflet in large print, audio, Braille, alternative format or in a different language please contact the Norfolk Record Office on 01603 222599 and we will do our best to help.

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