

Unless stated all charges are inclusive of VAT wherever applicable

Reprographics and Copying Services		
Self Service in Search Room		
Microfiche Print Outs (Self Service in Search Room)	A4 (Black and White)	£0.75 per sheet
Camera Pass	Use of own camera in Search Room	£11.00 per day Annual Pass Fee: £109
Baptism Certificates:		
Provision of Baptism certificates	£14.00	
Certification of copies	£10.80	
Supply:	Collection In Person Postage	FREE during Archives regular opening hours POA
Digital Photography Orders (Staff facilitated):		
<p>Please note the charges below apply to our normal response time of completing orders within 28 days. Where we receive a request for a rush order, prices are 3x standard charge, subject to the availability of staff.</p>		
Minimum order (applies to all orders as described below)	£5.20	
Copy of Existing digital image:	Per Image	£2.10
Creation of a new digital image:	Document Handling and Preparation Fee (per document) +	£5.50
	For original Documents up to A2 size (up to 420 x 594 mm), per image	£6.20
	For original Documents over A2 size, per image (over 420 x 594 mm), per image	£8.80
	Oversize Documents	POA

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Supply of digital images:	Email despatch (per email order) (large orders may require more than one email)	£3.90			
	CD despatch (per CD) <i>For supply of printed digital photography orders please see printing costs below.</i>	£9.00 + Postage/ Free Collection in person			
Paper Prints (Staff facilitated): (Digital image prints, photocopies & microfilm/microfiche)					
Please note the charges below apply to our normal response time of completing orders within 28 days. Where we receive a request for a rush order, prices are 3x standard charge, subject to the availability of staff.					
Minimum order (applies to all orders as described below)	£5.20				
Creation of a Copies:	Document Handling and Preparation Fee (per document) +		£5.50		
	Black & White	A4	£1.30	A3	£1.85
	Colour	A4	£1.90	A3	£2.35
Supply of printed images:	Collection In Person Postage	FREE during Archives regular opening hours POA			
Lincolnshire County Council requests for digital images (Internal use only):	FREE for orders up to 5 images.	Orders exceeding 5 images – (to cover staffing costs)			

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Publications & Reproductions				
Books including E books and CDs (per image, per use)				
Non-profit local publications (Lincolnshire) up to 1000 copies	Inner Page	£21	Cover	£52
Non-profit local publications (Lincolnshire) over 1000 copies	Inner Page	£42	Cover	£103
Publications up to 1000 copies	Inner Page	£52	Cover	£129
Publications over 1000 copies	Inner Page	£103	Cover	£258
Newspapers/ Magazines (per image, per use)				
Lincolnshire publications	Inner Page	£38	Cover	£93
National/ International publications	Inner Page	£52	Cover	£129
Commercial e.g. posters/ advertising/ merchandise/ internal decoration (per image, per use)				
Image per use/ per edition	£258			
Website Use, including social media (per image, per use)				
Educational Websites (not for profit)	£31	Commercial Websites	£62	
Broadcasting (TV) (per image, per use)				
Regional broadcast (1 transmission)	£78	Single country broadcast (1 transmission)	£103	
World broadcast (1 transmission)	£155	5 year use/ multiple transmission	£309	
Displays and Exhibitions (up to A3 size) (per image, per use)				
Free Entry (non-profit) exhibitions and events (including talks and lectures)	Temporary (under 6 months duration)	£20	Permanent (Over 6 months duration)	£40
Commercial (charged entry) exhibitions and events (including talks and lectures)	Temporary (under 6 months duration)	£60	Permanent (Over 6 months duration)	£120
Unpublished Use (per image, per use)				
Educational use in classroom only	Free			
Personal use (without publication)	Free			
Use in official report or survey	£15.50			
Lincolnshire County Council Reproduction of images	FREE for internal use/ not for profit up to 5 images. Orders exceeding 5 images – prices on request (to cover staff preparation time) NB Normal charges apply where used commercially by LCC partners.			

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