

Sheffield Libraries Archives and Information

Fees and Charges

1 April 2023

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Sheffield Libraries Archives and Information

Fees and Charges 2023 – 2024

For further advice contact: libraries@sheffield.gov.uk

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Sheffield Libraries Archives and Information

Fees and Charges 2023 – 2024

Contents

Lost and damaged materials	5
DVD and music CDs	5
Reservation charges	5
Inter-library loan photocopies	5
Music sets	5
Drama sets	6
Photocopying	6
People's Network prints	6
Patent service prints	6
Discarded stock	6
Large format photocopying	6
Self-service microform printouts	7
Microform printouts supplied by staff	7
Borrowing restrictions	8
People's Network Computers	8
Archives and Heritage Services	9
Photography	9
Scanning for third parties (up to A1+ size)	9
Supply of existing digital image	9
Supply of hard copy	9
Licence Fees for digital images	9
Use of audio-visual item (i.e. digital film or audio recording or YouTube film)	10
Conversion of an analogue audio-visual item to digital format	10
Handling fee for supplying photocopies or microform prints by post	10
Class / student visit to Sheffield Archives and / or Local Studies	10
Half day training for teachers / academic staff.	10
Pre-booked advice session	10
Introductory session at Archives or Local Studies for grant funded projects	10
Workshops, lectures and other events delivered by us on our premises	10
Talks / lecture / presentation at an external venue or delivered remotely ...	11
Trace your Family / Local History course	11
Trace your Family / Local History introductory presentation/lecture	11
Commissioned work	11

Sheffield Libraries Archives and Information

Fees and Charges 2023 – 2024

Camera licence (non-commercial)	11
Archive and Local Studies Research Service.....	11
Copy baptism certificate.....	11
Copy marriage certificate (post 1837) from Anglican or Catholic parish registers).....	11
Copy burial certificate	11
Conservation services	11
Film and TV Production Companies	11
Exhibition or display fee	11
Facility fee for loan of item.....	12
Reduced reproduction fees	12

Sheffield Libraries Archives and Information

Fees and Charges 2023 – 2024

Lost and damaged materials

- Full replacement cost for any purchased item, borrowed by any category of user
- Young Children's materials which are borrowed on the card for a child below the age of 5 should not be charged if they are damaged or lost

DVD and music CDs

- DVDs £1 for 3 weeks
- Music CDs 50p for 3 weeks
- Visually impaired persons can borrow free of charge

Reservation charges

- Free of charge for material in stock with Sheffield Libraries, Archives and Information.
- £7 non-refundable charge for material requested from other Library Services plus £5 for each renewal.
- Items obtained from the British Library are charged on a full-cost recovery basis

Inter-library loan photocopies

Costs available on request (full cost recovery)

Music sets

This service is only available to groups or societies based in Sheffield. Users must apply to Leeds Music & Performing Arts library before requesting sets not held by Sheffield Libraries

Vocal Scores (standard loan for up to 3 months)

- Sheffield Libraries collection: 50p per part
- Sets from other Library Services: £1.50 per part plus postage charged at full cost. A supplement will be charged if borrowing costs exceed standard rates.

Orchestral Sets (standard loan for up to 3 months)

- Sheffield Libraries collection: £20.00 per set
- Sets from other Library Services: £35.00 per set plus postage charged at full cost. A supplement will be charged if borrowing costs exceed standard rates.

Cancellation charges

- £10.00
- Full loan costs for music already supplied or paid for

Sheffield Libraries Archives and Information

Fees and Charges 2023 – 2024

Items lost/damaged or not returned must be replaced. If replacements parts are not available the cost of replacing the full set may apply

Drama sets

Requests for single copies will be treated as standard book loans.

- Group membership required
- Free of charge
- Special issue periods and no overdue charges
- Items lost or not returned will need to be replaced or full replacement cost will be charged
- For items not in stock the user will apply direct to the Leeds Music and Performing Arts Library (charges apply)

Photocopying

- A4 - 10p (black and white); 50p (colour) per side
- A3 - 20p (black and white); £1 (colour) per side

People's Network prints

- A4 Black and white - 10p per side
- A4 colour - 50p per side
- A3 black and white - 20p per side
- A3 colour - £1 per side
- Homework purposes only children and young people can have 5 x black and white and 1 x colour People's Network prints, free of charge per day.

Patent service prints

Supply of digital images of historic patents

- Free of charge, up to 3 patents
- £5.00 up to 5 additional patents

Discarded stock

Hardback and paperback – standard charge is 50p per item. We reserve the right to make a higher charge for specific items.

Large format photocopying

- A2 - £3.50
- A1 - £5
- A0 - £7

Sheffield Libraries Archives and Information

Fees and Charges 2023 – 2024

Self-service microform printouts

- A4 - 20p
- A3 - 50p

Microform printouts supplied by staff

- A4 - 40p
- A3 - 75p

Sheffield Libraries Archives and Information

Fees and Charges 2023 – 2024

Borrowing restrictions

If you owe the library:

- more than £10 you will not be able to borrow further items.
- between £5 and £10 you will need to pay at least £1 per visit to borrow further items.
- £5 or less you should continue to reduce your balance but you will be able to borrow as usual.

People's Network Computers

If you have more than £5 of outstanding fees and charges on your library account, you will have to pay a minimum of £1 each time you wish to use a People's Network computer.

You will have to pay the £1 charge until the outstanding sum falls below £5.

Anyone wishing to use the People's Network computers as a "visitor" will:

- Be charged £1.50 for up to 1 hour's use. Additional time (if available) will be charged at the same rate
- Need to provide proof of their name

Use of the People's Network computers will remain free for library members.

Sheffield Libraries Archives and Information

Fees and Charges 2023 – 2024

Archives and Heritage Services

Photography

£25 set up fee ; £2 per shot (of the same book/document) thereafter.

Plus £5.00 (or 20% of order value whichever is greater) handling fee per order

[Scanning for third parties \(up to A1+ size\)](#)

£25 set up fee per item; £1 per shot thereafter.

Supply of existing digital image

£4 (plus £5.00 handling fee).

Supply of hard copy

£4 (plus £5.00 handling fee).

[Licence Fees for digital images](#) (all licences are non-exclusive).

Personal use (supplied via Picture Sheffield as a jpg) £10

Personal use (supplied via Picture Sheffield as a high-quality tiff) £20

Commercial company – use in a report or planning application, etc, £55

Commercial internal decoration (for example in a pub, or an office) £50

Book (book/e-book/journal/e-journal one country / one language)

1-3 images £40 per image;

4-9 images £35 per image;

10+ images £30 per image.

Book (book/e-book/journal/e-journal worldwide / all languages)

1-3 images £47 per image;

4-9 images £42 per image;

10+ images £33 per image.

Personal use in a privately published book/e-book which is provided free or at a nominal cost to end-user £10

Editorial – magazine/newspaper/e-magazine/book/e-book £55

Retail – calendars/greetings cards/mugs, etc., £300

Commercial – advertising – newspapers, brochures, magazines, trade journals, auction catalogues, £200

Sheffield Libraries Archives and Information

Fees and Charges 2023 – 2024

Physical display / exhibition (non-commercial e.g. a museum, gallery), £50

Physical display / exhibition (commercial)

1-3 images £100 per image;

4-9 images £80 per image;

10+ images £75 per image.

Television – UK only (unlimited transmissions)

1-3 images £100 per image;

4-9 images £80 per image;

10+ images £75 per image.

Television – worldwide (unlimited transmissions)

1-3 images £195 per image;

4-9 images £160 per image;

10+ images £140 per image

Television – advertising (UK only), £450 Page 7 of 8

Television – advertising (worldwide), £900

[Use of audio-visual item \(i.e. digital film or audio recording or YouTube film\)](#)

- £55 per recording item (plus VAT) for up to £1 minute (minimum fee); £1 per second thereafter.
- If the item has to be digitised an additional fee of £50 per item is required, plus handling fee

[Conversion of an analogue audio-visual item to digital format](#)

£50 per item.

[Handling fee for supplying photocopies or microform prints by post](#)

£5 or 20% of total cost (whichever is greater).

[Class / student visit to Sheffield Archives and / or Local Studies \(2-hour max\),](#)
£225

[Half day training for teachers / academic staff.](#)

Minimum attendance = 6. (3-hour max), £120 *per head*.

[Pre-booked advice session](#) with a member of staff (delivered at our premises or via a video call) (1-hour max), £25 for 30 minutes.

[Introductory session at Archives or Local Studies for grant funded projects](#)
(3-hour max), £338

[Workshops, lectures and other events delivered by us on our premises](#)
(2-hour max), £225

Sheffield Libraries Archives and Information

Fees and Charges 2023 – 2024

Talks / lecture / presentation at an external venue or delivered remotely
£170

Trace your Family / Local History course
(6 weeks), £60

Trace your Family / Local History introductory presentation/lecture
(delivered via video call), £5 a head

Commissioned work

£50 an hour

Camera licence (non-commercial)

£5 for each 30 minutes.

Archive and Local Studies Research Service

Private individuals: £15.00 per 30 mins

Commercial: £50 an hour (minimum fee)

Copy baptism certificate

£13 (externally set).

Copy marriage certificate (post 1837) from Anglican or Catholic parish registers)

£12 (externally set).

Copy burial certificate

£4 (externally set)

Conservation services

Please enquire. Conservation.library@sheffield.gov.uk

Film and TV Production Companies

Facility fee for visits: £50 per hour plus VAT.

Exhibition or display fee

£25 (plus VAT) per item

Sheffield Libraries Archives and Information

Fees and Charges 2023 – 2024

Facility fee for loan of item

£50 per item (to cover administrative costs in clearing the loan, remedial conservation treatment & packaging prior to release). This fee is in addition to insurance and transport costs.

Reduced reproduction fees

Sheffield based community, charitable group or not for profit use of an image

£15 per image plus VAT.

Academic or scholarly works with limited market (initial print run of less than 200)

£15 per image plus VAT.

Individual in full time formal education (i.e. school student, college, university student)

100% reduction in handling fee.