

Sheffield Libraries Archives and Information

Fees and Charges

1 May 2025

-

31 March 2026



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

Date of publication: Apr 2025

Planned review date: September 2026 (for 1 Apr 2026)

Version 1.1

Date of issue 1 Apr 2025

Author Peter Evans, Archives & Heritage Manager

Approved by Full Council on 5th March 2025

Status Approved version

Contents

Lost and damaged materials.....	5
DVD and music CDs	5
Reservation charges	5
Inter-library loans	5
Music sets	5
Drama sets.....	5
Photocopying.....	6
People's Network prints	6
Patent service prints.....	6
Discarded stock.....	6
Self-service microform printouts.....	6
Microform printouts supplied by staff	6
Borrowing restrictions.....	6
People's Network Computers	8
Library Theatre	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
Sending copies of entries from genealogical name index.....	10
Class / student visit to Sheffield Archives and / or Local Studies	11
Half day training for teachers / academic staff.....	11
Pre-booked advice session	11
Introductory session at Archives or Local Studies for grant funded projects.....	11
Workshops, lectures and other events delivered by us on our premises; ...	11
Talks / lecture / presentation at an external venue or delivered remotely... ..	11
Trace your Family / Local History introductory presentation/lecture	11
Commissioned work.....	11
City Archives camera licence (non-commercial).....	11
Archive and Local Studies Research Service	11
Copy baptism certificate	11

Copy burial certificate..... 12

Conservation and Preservation services 12

Conservation (organisations) £63 an hour (plus VAT)..... 12

Film and TV Production Companies 12

Exhibition or display fee 12

Facility fee for loan of item 12

Reduced reproduction fees 12

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.
- £10.50 non-refundable charge for material requested from other Library Authorities plus £5.50 for each renewal.
- Items obtained from the British Library are charged on a full-cost recovery basis

Inter-library loans

Inter-library loan charge £10.50

Music sets

This service is only available to groups or societies based in Sheffield and for items held in our Collection.

Users must apply direct to Leeds Music & Performing Arts library for sets not held by Sheffield Libraries

Vocal Scores (standard loan for up to 3 months)

- Sheffield Libraries collection: 50p per part

Orchestral Sets (standard loan for up to 3 months)

- Sheffield Libraries collection: £21.00 per set

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 must apply direct to the Leeds Music and Performing Arts Library (charges apply).

Photocopying

- A4 - 20p (black and white); 50p (colour) per side
- A3 - 40p (black and white); £1 (colour) per side

People's Network prints

- A4 Black and white - 20p per side
- A4 colour - 50p per side
- A3 black and white - 40p 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

- £4.20 + £7.80 handling fee

Discarded stock

- Adult Fiction paperback - 50p
- Adult Fiction hardback - £1.00
- Adult Non-Fiction paperback - £1.00
- Adult Non-Fiction hardback - £2.50

We reserve the right to make a higher charge for specific items.

Self-service microform printouts

- A4 - 25p
- A3 - 50p

Microform printouts supplied by staff

- A4 - 70p + £7.80 handling fee or 20% of order value (if greater).
- A3 - £1.50 + £7.80 handling fee or 20% of order value (if greater).

Borrowing restrictions

If you owe the library:

- more than £20 you will not be able to borrow further items.

- you will need to pay at least £2 per visit to borrow further items.
- £20 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 £20 of outstanding fees and charges on your library account, you will have to pay a minimum of £2 each time you wish to use a People's Network computer.

You will have to pay the £2 charge until the outstanding sum falls below £20.

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

- Be charged £2.10 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.

Library Theatre

Weekday Daytime Setup/Rehearsal	4 hour session	£95.00
Weekday Matinee Performance	5 hour session	£165.00
Weekday Evening Rehearsal	5 hour session	£195.00
Weekday Evening Performance	5 hour session	£300.00
Saturday Daytime Setup/Rehearsal	4 hour session	£130.00
Saturday Evening Rehearsal	5 hour session	£250.00
Saturday Matinee Performance	5 hour session	£215
Saturday Evening Performance	5 hour session	£355
Sunday Daytime Setup/Rehearsal	4 hour session	£200.00
Sunday Evening Rehearsal	5 hour session	£250.00
Sunday Matinee Performance	5 hour session	£270
Sunday Evening Performance	5 hour session	£405
Weekday Hourly Rate	1 hour session	£22.00
Saturday Hourly Rate	1 hour session	£43.00
Sunday Hourly Rate	1 hour session	£55

See the library theatre webpage for further details.

<https://www.sheffield.gov.uk/libraries-archives/library-theatre>

.

Archives and Heritage Services

Photography

£31 set up fee; £2 per shot (of the same book/document) thereafter.
Plus £7.80 (or 20% of order value whichever is greater) handling fee per order.

Scanning for third parties (up to A1+ size)

£31 set up fee per item; £2 per shot thereafter.
Plus £7.80 (or 20% of order value whichever is greater) handling fee per order

Supply of existing digital image

£4.20 (plus £7.80 handling fee).

Supply of hard copy

£4.20 (plus £7.80 handling fee).

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

Personal use (supplied via Picture Sheffield as a jpg) 1-3 Images = £19; 4-9 images = £16.50; 10+ images = £14.50 (prices are per image)

Personal use (supplied via Picture Sheffield as a high-quality tiff) 1-3 images = £29; 4-9 images = £27; 10+ images = £25 (prices are per image)

Commercial company – use in a report or planning application, etc, 1-3 images = £105; 4-9 images = £84; 10+ images = £78 (prices are per image)

Commercial internal decoration (for example in a pub, or an office) £52

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

1-3 images £42 per image;

4-9 images £36 per image;

10+ images £31 per image.

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

1-3 images £49 per image;

4-9 images £44 per image;

10+ images £34 per image.

Personal use in a privately published book/e-book which is provided free or at a nominal cost to end-user £21

Editorial – magazine/newspaper/e-magazine/book/e-book £57

Retail – calendars/greetings cards/mugs, etc., £315

Commercial – advertising – newspapers, brochures, magazines, trade journals, auction catalogues, £210

Physical display / exhibition (commercial)

1-3 images £105 per image;

4-9 images £84 per image;

10+ images £78 per image.

Television – UK only (unlimited transmissions)

1-3 images £105 per image;

4-9 images £84 per image;

10+ images £78 per image.

Television – worldwide (unlimited transmissions)

1-3 images £204 per image;

4-9 images £168 per image;

10+ images £147 per image

Television – advertising (UK only), £475

Television – advertising (worldwide), £940

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

- £69 per recording for up to £1 minute (minimum fee); £1 per second thereafter.
- If the item has to be digitised an additional fee of £63 per item is required

Conversion of an analogue audio-visual item to digital format

£63 per item

Handling fee for supplying photocopies or microform prints by post

£7.80 or 20% of total cost (whichever is greater).

Sending copies of entries from genealogical name index

1 entry = £5.25

2-5 entries (*ordered and paid for at the same time*) £4.75 each

6+ entries (*ordered and paid for at the same time*) £4.20 each

[Class / student visit to Sheffield Archives and / or Local Studies \(2-hour max\), £288](#)

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

Minimum attendance = 6. (3-hour max), £157 *per head*.

[Pre-booked advice session](#) with a member of staff (delivered at our premises or via a video call) (1-hour max), £32 for 30 minutes.

[Introductory session at Archives or Local Studies for grant funded projects \(3-hour max\), £378](#)

[Workshops, lectures and other events delivered by us on our premises; \(2-hour max\), £288](#)

[Talks / lecture / presentation at an external venue or delivered remotely. £288](#)

[Informal introductory group tour behind the scenes \(60-90 mins\) at Archives or Local Studies.](#)

£26 admin fee + £5.25 per head

[Trace your Family / Local History introductory presentation/lecture \(delivered via video call\), £5.25 a head.](#)

[Commissioned work](#)

£68 an hour

[City Archives camera licence \(non-commercial\)](#)

£7 for a day; £14 for 3 days; £60 for a year.

[Archive and Local Studies Research Service](#)

Private individuals: £21 per 30 mins

Commercial: £63 an hour (minimum fee)

[Copy baptism certificate](#)

£13 (externally set).

Copy burial certificate

£4 (externally set)

Conservation and Preservation services

Conservation (organisations) £63 an hour (plus VAT)

Conservation (individuals) £47 an hour (plus VAT)

Preservation (organisations) £42 an hour (plus VAT)

Preservation (individuals) £37 an hour (plus VAT)

There is a 20% discount on Conservation and Preservation Services if ordered within 29 days of receiving a quote.

Film and TV Production Companies

Facility fee for visits: £78 per hour plus VAT.

Charity and Community Groups

Facility fee for visits £52 per hour plus VAT.

Exhibition or display fee

£42 (plus VAT) per item

Facility fee for loan of item

£63 per item (to cover administrative costs in clearing the loan, remedial conservation treatment & packaging prior to release). Plus insurance and transport costs.

Reduced reproduction fees

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

£19 per image plus VAT.

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

£19 per image plus VAT.

Individual in full time formal education (i.e. school student, college, university student) 100% reduction in handling fee.