

Sheffield Local Studies Library

and

Sheffield City Archives

Fees and Charges

2021 - 2022



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Our free services

Our core service is free to use by anyone. The core service includes:

- Free access to our reading rooms
- Free email enquiry service
- Free internet access
- Free access to FindMyPast
- Free access to British Newspaper Archive
- Free access to our Archives and Local Studies collections of electoral registers, newspapers, school records, maps, plans, manuscripts and books
- Free access to specialist research guides and collections information via our website
- Free advice and guidance and support for Sheffield based community groups
- Free access to our growing online catalogues which are updated on a regular basis
- Free access to over 100,000 images of Sheffield via www.picturesheffield.com, with more added every month
- Free storage for your archives if you choose you deposit the with us
- Free cataloguing of your archives which we hold on deposit
- Free conservation of your archives if they are deposited with us and they require repair or specialist packaging.

Fees for our 'added value' services¹

Photocopying, microform and computer printouts

B & W photocopy / computer print
A4 10p
A3 20p

Colour photocopy / computer print
A4 50p
A3 £1.00

B & W photocopy undertaken by staff
A4 30p
A3 50p

Self-service microform printouts
A4 20p
A3 50p

Microform printouts supplied by staff
A4 40p
A3 75p

Supply of digital image from a previously scanned item at Archives and Local Studies Collections (including Picture Sheffield and items in the Calm catalogue)
web transfer: £4.00 per image
Plus £5.00 (or 20% of order value whichever is greater) handling fee per order

Supply of hard copy colour image from a previously scanned item at Archives and Local Studies Collections (including images from the Calm catalogue).
Note this option is not available for Picture Sheffield images as these are ordered via House of Images
A4 or A3 £4.00
Plus £5.00 (or 20% of order value whichever is greater) handling fee per order

Supply of hard copy images from Picture Sheffield (service provided by House of Images)
Fees set by House of Images

¹ All charges include VAT.

Scanning and photography and supply of image via email / web transfer

Please note we cannot supply images via a USB stick/CD or DVD

Scanning

We will scan items only if this can be done without damage to the document or book. In most cases this service is only available for single loose items. Book spines are damaged by pressing the book down on a scanner and multiple sheets are damaged by folding the pages to ensure a smooth flat scan is produced.

A4 and A3 £6.00 per image

£8.00² if over A3 size

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

Photography

If the original document or book is likely to be damaged by scanning, we will photograph it.

A4 and A3 £15 for first shot, £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 and photography and supply of image in hard copy

Scanning

We will scan items only if this can be done without damage to the document or book. In most cases this service is only available for single loose items. Book spines are damaged by pressing the book down on a scanner and multiple sheets are damaged by folding the pages to ensure a smooth flat scan is produced.

A4 and A3 £7.00; £2 per scan (of the same book/document) thereafter.

£12.00¹ if over A3 size

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

Photography

If the original document or book is likely to be damaged by scanning, we will photograph it.

A4 and A3 £18.00; £2 per shot (of the same book/document) thereafter.

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

² Additional fee of £35 an hour (or part thereof) if we need to transport an item to a scanning bureau.

Licence Fees for digital images³

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

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

³ All licences are non-exclusive.

Television – advertising (worldwide), £900

Reduced fees

Sheffield based community / charitable group / not for profit use of an image:
£15 per image

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

Plus copying and handling fees (sections 1 and 2 above)

Other fees and charges

Use of audio-visual item (i.e. a digital film / audio recording / YouTube film),
£50 minimum fee for up to the first minute; £1 per second thereafter, plus
handling fees

If the item has to be digitised an additional fee of £50 per item is required,
plus handling fees

Conversion of an analogue audio-visual item to digital format, £50 per item

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

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

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

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

Commissioned work, £50 an hour

Camera licence (non-commercial), £5 for each half hour

Facility fee for loan of item

This fee covers our administrative costs in clearing the loan, and remedial conservation treatment / packaging prior to release. This fee is in addition to insurance and transport costs.

£60 per item

Facility fee for visits by TV / video production companies, etc., £60 per hour. Minimum fee is £100.

Handling fee for reprographics orders, £5 or 20% of total cost (whichever is greater)

Research Service (private individuals), £15.00 per 30 mins

Research service (commercial), £50 an hour (minimum fee)

Copy Ordnance Survey sheet⁴, please enquire for a quote

Copy baptism certificate, £13.00

Copy marriage certificate (post 1837) from Anglican/Catholic parish registers, £12.00

Copy burial certificate, £4.00

Microform reproduction fees

This is for the supply of a copy microfilm or fiche. Each request is individually priced, please enquire for a quote

Conservation treatment and report (initial consultation is free), please enquire for a quote

Contact us

You can contact us via archives@sheffield.gov.uk

⁴ Additional fee of £35 an hour (or part thereof) if we need to transport an item to a scanning bureau.