



Archives and Local Studies Charges

The following charges will apply from 1st April 2019

Research Services

	£
Basic search (2 sources 15 minutes)	15.00
Extensive search (per 30 minutes)	26.00
Corporate (DMBC) research enqs (per 30 min)	25.00
Commercial research enquiries (per 30 minutes)	90.00
Assistance and Research (per hour) (Family and Local History (DALIS))	51.50
Photocopying Handling Charge (inc p&p) Up to 30 copies	10.30
Over 30 copies	15.45

Diocesan and GRO records - Issue of certificates

Marriage certificate (stipulated fee)	11.00
C of E Baptism (stipulated fee)	13.00
Certified PR copies (C of E and Non-Con)	8.25

Miscellaneous Services

Admin Fee for items taken out for repro by a 3 rd party	17.00
Filming Location Fee	200.00
Legal Evidence Letter (School, hospital records; electoral registers &c)	35.00
Certified photocopy (stamped and signed)	5.15
Planning Application Service	25.00
Talks – Fee to be discussed: minimum	30.00
Transcription/Translation Service (per 30 mins)	30.00

Reprographic charges

	£
Photocopier (Black and white)	
Local Studies A4	0.10
Local Studies A3	0.20
Archives A4	0.50
Archives A3	0.70
Microfilm reader printer	
A4 copies from microfilm reader printer	0.40
A3 copies from microfilm reader printer	0.70
Photographic charge per image click (DA)	0.50
Printing from public terminals	
A4 Black and white (LS)	0.10
A4 Black and white (DA)	0.20
A4 Colour	0.50

Scanned photographs/documents (per image/page)	
A5 to photocopy paper	0.80
A4 to photocopy paper	1.50
A5 to photographic paper	2.60
A4 to photographic paper	3.60
To CD-ROM	2.50
To email	1.00

Publication and usage charges

Image usage charge - Mass media/ Web (per image)	
Local – e.g. <i>Free Press, Star, Calendar</i> , radio	35.00
National – e.g. BBC, <i>The Times</i>	120.00
International – e.g. <i>Readers' Digest</i>	200.00
Commercial History (up to 5 images) pubs/businesses <i>in situ</i> or website	100.00

Image publication fees (per item)	
Commercial publications (books & journals)	
Under 1,000 print run (items 1-5)	16.00
Under 1,000 print run (items 6 and above)	9.00
Over 1,000 print run (items 1-5)	30.00
Over 1,000 print run (items 6 and above)	15.00

This notice is displayed in accordance with the requirements of Statutory Instrument
No. 2712 Library Charges (England and Wales) Regulations 1991

For more information contact:

Write to: Doncaster Council, Central Library, Waterdale, Doncaster, DN1 3JE

Telephone: 01302 734305

Email: centrallibrary@doncaster.gov.uk