

## Churchill Archives Centre: price list

Please note that all prices quoted **exclude** VAT and postage and packing [where applicable].  
*NB: Please note that VAT is now applicable on postage and packing.*

### Digital photography in the reading rooms [includes VAT]

Use of personal cameras in the reading rooms..... **£1.00** per day

*NB: copies made are for research purposes only; no flash or tripods are permitted.*

### Self-service Research copies [excludes VAT]

Print-outs from microfilm.....**20p** per copy

Print-outs from Churchill Archive Online.....**20p** per copy

Downloads from Churchill Archive Online accessed in the reading room.....**free of charge**

### Research copies made for readers by staff [excludes VAT]

Copying from archive collections by digital photography

Up to 50 copies per order.....**50p** per copy

Orders over 50 copies..... **£25** per 30 minutes\*

Photocopies from archive collections.....**50p** per copy

Print-outs from microfilm .....**50p** per copy

Photocopying from library books .....**50p** per copy

Printouts from Churchill Archive Online.....**50p** per copy

Downloads from Churchill Archive Online.....**50p** per copy

\* *No charge per copy*

*A minimum charge of **£5.00** [inclusive of VAT] will be made on all reprographics orders not placed in person.*

*Postage will be **second class** within UK and **air mail** for overseas orders unless 1st class/ surface mail is requested at time of order. Under the new Royal Mail pricing system copies of 10 or below will be sent folded as 'Letter format', and orders over 10 copies will be sent where possible as large letter format or 'printed papers'. Please ask staff if you are at all unsure what the postage costs will be.*

**High resolution digital reproduction [excludes VAT]**

Scan (including supply as email or print-out or via file transfer);.....

**£10.00** per existing scan

**£15.00** per new scan

Supply on CD;.....**£10.00** per CD

Supply on DVD ;.....**£10.00** per DVD

Digital photograph where item cannot be scanned because of.....**£25.00** per image size/condition and must be outsourced [excludes VAT]

(including supply as email or print-out or via file transfer website)

Supply on CD/DVD

**£10.00** per CD/DVD

Please note that customers should allow 20 working days for the delivery of their images, calculated from the submission of their order form and the appropriate copyright permissions being in place.

**Churchill Archives Centre reserves the right to levy additional charges for complex reprographics orders, orders which require quick processing, or in cases where we own the copyright of particular collection.**

**Audio-Visual copying [excludes VAT]**

Reading room access copy

If there is not already an access copy available, then a copy will need to be made before the material can be viewed/listened to in the reading room.

Made in-house by the college's audio/visual technician (from gramophone record, audio cassette, VHS, CD and DVD) **no charge**

Access copy from other format (eg film) made by external supplier – **the policy of the Archives centre is to ask the reader to contribute half the cost. Orders above £100 will need to be discussed with the Director and will depend upon available budgets.**

Organisations and institutions, such as libraries, firms of solicitors and the Media, will be expected to bear the full cost of producing copies

Take away copies

Take away copies will be made from reading room access copies (see above).

Digital file (Check V drive to advise readers about number of files, as, for example, one side of one cassette tape is one digital file) supplied via file sharing website **£10.00** per file

Supply on CD/DVD

**£10.00** per CD

There may be a wait of up to three weeks for work done in-house and longer for external work

**Other charges/facilities offered by Churchill Archives Centre [excludes VAT]**

Research / processing fee [by negotiation].....**£25.00** per 30 minutes [or part thereof].  
(For when Archives Centre staff agree to undertake research in response to a remote enquiry)

Quick Handling/copyright administration charge;..... from **£25.00**

(For when Archives Centre staff agree to supply materials in response to an urgent deadline.

The charge may be doubled for very large or complex orders.)

Facility fee [for use of customer's own photographer

in a reserved room, advance notice required];.....**£500** per day.

*These fees need to be approved in advance by senior staff of the Archives Centre, and these services should not be taken for granted*

*In the case of exceptionally large reprographics projects, Churchill Archives Centre reserves the right to levy a one-off payment. This would be decided in negotiation with the client and Director of the Archives Centre.*

**Merchandise / search room sales [inclusive of VAT where applicable]**

A4 yellow pad;.....	<b>£1.50</b>
Pencil;.....	<b>50p</b>
Postcards [individual];.....	<b>25p</b>
Document packs;.....	<b>£10.00 each</b>
Books;.....	<b>as advertised</b>
CD of Thatcher speeches;.....	<b>£18.99</b>

**Please note that Churchill College and Churchill Archives Centre do not accept American Express credit cards.**

*Price list last updated September 2015*