

**Archives and Library
Fees and Charges**

1 Photocopies, microfilm and computer printouts

Self-service; remote supply is subject to the basic staff time rate of £40/hr, and postage.

	A4	A3
B&W:	£0.50	£1.00
Colour:	£1.00	£2.00

2 Self-Service photography permit

Subject to restrictions

Full rate	£12 per day / £60 per year
Student rate	£6 per day / £30 per year

3 Supply of digital images

In-stock images:	£10 for first image + £3 for further images from the same item
Where new images need to be taken: 'Quicksnaps'	Above charges, plus staff time at £50/hr Staff time at £10 for up to 15mins capture. Lower quality images; subject to restrictions. Please enquire.

4 Certified copies of documents

Certificates supplied according to the Church of England Table of Fees. Please enquire about certified copies of documents not listed below. If incomplete details are provided, staff time applies at £40.00/hr.

Marriage certificate	£11
Baptism certificate	£18
Proof of confirmation	£18
Motor vehicle registration	£20

5 Digitisation of recordings

Reel-to-reel / Cassette / Minidisc	From £15/hr – please enquire
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6 Staff research service

Subject to availability £40/hr (basic); £60/hr (higher-rate, requiring specialised knowledge)
Plus cost of copies at above rates

Terms and Conditions

- All prices include VAT at 20%.
- For preservation and copyright reasons there are restrictions on the type of material that can be copied. Please ask staff for further information.
- Copies are supplied according to copyright law; copyright declaration forms must be completed.
- Copies must not be reproduced/published (whether in print or electronic media) without prior arrangement. An additional fee may be payable.
- 'Quicksnaps' are not colour-balanced, cropped etc., and are not suitable for publication.
- Digital images are supplied electronically. Please enquire about other formats.
- It is not possible to make self-service scans from microfilm in the reading room.
- An additional charge may be levied for postage and packaging.
- Please enquire about fees for offsite talks.

The Precincts, Canterbury, CT1 2EH; 00-44-1227-865330; archives@canterbury-cathedral.org