

JERSEY ARCHIVE

TABLE OF FEES



RESEARCH FEES:

There is no charge for the consultation of the records in person, or for giving advice on available sources for research in reply to written or telephone enquiries.

Time for extensive research by Archive staff is limited. However, staff will undertake research of the records on behalf of those unable to visit in person. The charge for this service is £20.00 per hour or part thereof, payable in sterling in advance.

As staff time is limited a maximum of 5 hours research can be ordered by one individual every 4 months.

PHOTOCOPIES ORDERED IN PERSON:

50p per sheet for any items ordered whilst visiting the Archive, including microfilm and PRIDE print outs.

Please note that there is a minimum payment of £5.00 for cheque or credit card payments.

EXCEPT

CIFHS material on open access shelves, which are 10p for A4, and 20p for A3 sheets plus postage for members and 20p for A4 and 30p for A3 for non-members. A maximum of 5 pages will be copied per person per day.

PHOTOCOPIES ORDERED REMOTELY:

£5 per item ordered by individuals in the UK and Europe inc. postage unless that item consists of more than 10 pages.

£7.50 per item ordered by individuals outside of the UK and Europe inc. postage unless that item consists of more than 10 pages.

For items of more than 10 pages 50p per sheet and postage will be charged.

Photocopies of pages from the following records will require a research fee of £10 to find the individual name you have requested.

- School Log Books
- Insurance Registers
- Poursuite Criminelles
- Hospital Salaries

Prices are available on application for large photocopy orders of over 50 sheets.

CERTIFIED COPIES

The Jersey Archive can provide a letter on headed paper, signed by the Head of Archives and Collections to certify the authenticity of a photocopy or provide details of information from a document at a charge of £10.

BAPTISM CERTIFICATES

The Jersey Archive can produce baptism certificates at a charge of £10.

DIGITAL IMAGE PRINTS:

A4 Photographic Paper - £5.00 per image (printed from high resolution tiff images)

CD - £5.00 per high resolution .tiff image

Low resolution .jpg images can be e-mailed at £3 per image (with a minimum credit card payment/cheque of £5)

All digital image prints are provided for personal research purposes only. If you require digital images for publication please see Still Images Publication Fees below.

DIGITAL CAMERA USAGE:

Readers can use their own digital cameras in the Reading Room to take images of documents at the discretion of the archivist on duty. Flash cannot be used and the correct copyright declaration form should be completed. Use of a digital camera is charged at £5 per day.

MAPS AND PLANS

The Jersey Archive currently has limited facilities with which to copy large maps and plans. The largest area we can currently copy is A2 and our largest print size is A3. The Archive can copy larger maps or plans in portions as long as this does not cause undue damage to the document.

Prices are available on application for copying maps and plans.

LEGAL CHARGES

When full details of the Court Register (either by name or reference code), names of parties and dates are specified, the charge for retrieving, scanning and printing each case requested (approx 30 minutes staff time) will be **£25.00 inclusive**.

When full details are not provided and we need to search the registers on your behalf, the research and copying charge will be **£25.00** per 30 minutes or part thereof.

If a member of staff from a legal firm visits the Archive and searches for the case in person the charge for copies will be **£1** per sheet.

If a case has already been copied and is scanned on the Archive system the charge for copies will be **£1** per sheet.

JERSEY FILM ARCHIVE:

We are happy to arrange for the copying of film from the Jersey Film Archive. Please note that whole films are copied.

Prices available on application - a £10 handling charge will be added to each order.

SOUND:

We are happy to copy items from the sound archive onto CD. Please note to listen to the CD you will need a CD player compatible with CD-Rs.

£10 per CD

STILL IMAGES PUBLICATION FEES:

Jersey Heritage charges a use fee for any images of any items in their collections if the image is to be published or exhibited in any print, photographic or electronic media. The use fee is for one time editorial use in one edition of one publication in one language. A 50% additional fee is charged for a 2nd language and a 100% additional fee is charged for world rights.

The use fee will be levied per image used according to the following scale:

Printed media

Charitable/educational publication	£5.00
Commercial publication - print run under 5000	£25.00
Commercial publication - print run over 5000	£50.00

TV/video/film

Channel Islands	£35.00
UK and overseas	£120.00

Commercial/public exhibition £60

Internet £75

MOVING IMAGES PUBLICATION/TRANSMISSION FEES:

	Local Company One Transmission	National Company One Transmission	International Company One Transmission
Television Rights – Terrestrial or Satellite or Digital £ PER MINUTE or part thereof	50 (Each repeat payable at 50%)	150 (Each repeat payable at 50%)	250 (Each repeat payable at 50%)
Museum Visual Display	Price on application	Price on application	Price on application

LOAN FEES

Jersey Heritage charges a nominal sum of £150 for any loans made to other institutions of objects/items within our collections.

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