

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 £25.00 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.

ONLINE CHARGES – SUBSCRIPTION

Annual subscription to the Jersey Heritage Catalogue is available at a price of £35 per year or £25 per year if you are a member of Jersey Heritage or the Channel Islands Family History Society.

Subscription will give you unlimited access to the images of the Occupation Registration Cards, the transcriptions of St Helier's Baptism registers from 1842 to 1909, transcriptions of prison registers from the 19th century and copies of the Channel Islands Family History Society transcriptions of all baptisms, marriages and burials prior to 1842.

To subscribe please email enquiries@jerseyheritage.org quoting your Jersey Heritage or Channel Islands Family History Society membership details.

ONLINE CHARGES – PAY PER VIEW

Many records can now be downloaded from our online catalogue using pay per view. The following collections are examples of those that can be downloaded:

- Occupation Registration Cards - £5 per item
- Blue Registration Forms - £3.30 per item
- Applications to return after the Occupation - £5 per item
- Aliens Cards - £5 per item
- Extracts from the Poursuite Criminelles/Royal Court Criminal Registers - £7.50 per item

PHOTOCOPIES ORDERED IN PERSON AFTER VIEWING DOCUMENTS:

£1 per sheet for any items ordered whilst visiting the Archive and after viewing the original documents, 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 30p a sheet plus postage for members and 50p a sheet for non-members. A maximum of 5 pages will be copied per person per day.

Large photocopy orders may be subject to a handling charge or hourly rate.

PHOTOCOPIES ORDERED IN PERSON WITHOUT VIEWING DOCUMENTS:

£5 per item unless that item consists of more than 5 pages.

Orders made for items over 5 pages long will be quoted for.

PHOTOCOPIES ORDERED REMOTELY:

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

£7.50 per item ordered by individuals outside of the UK and Europe inc. postage unless that item consists of more than 5 pages.

For items of more than 5 pages £1 per sheet and postage will be charged.

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 images can be e-mailed at £5 per item unless that item consists of more than 5 pages (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 £10 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.

HISTORIC ENVIRONMENT RECORD

The Jersey HER is available to view online (web address) or at Jersey Archive. There is no charge for viewing the HER or for downloading or printing data for research purposes on your personal devices.

Charges associated with the HER are as follows:

- Historic Environment staff research time - £25 per hour
- Print from the HER at Jersey Archive - £1 per page
- A researcher can request a shapefile from GIS mapping up to a maximum 1km radius from a particular Heritage Asset. £100 per shapefile.

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 £20 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.

Price on application.

MOVING IMAGES PUBLICATION/TRANSMISSION FEES:

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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