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Research fees

There is no charge for consultation of records in person at Jersey Archive, 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 can undertake research of the records on behalf of those unavailable to visit in person. The charge for this service is £25 per hour or part thereof.

Online charges - subscription and pay-per-view

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

For details of how to subscribe please go to: <https://catalogue.jerseyheritage.org/subscribing/>

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Many records are also now available to purchase on ACO on a pay per view basis. Please go to www.jerseyheritage.org/aco to search the catalogue.

Photocopies

Printed photocopies of items viewed in person are £1 per page.

Digital copies of material are a minimum of £5 per item. Orders for items over 5 pages long will be quoted for.

Archive staff can quote for large photocopy orders.

Certified copies

The Jersey Archive can provide a letter signed by a member of Archive staff to certify the authenticity of a photocopy or provide details of information from a document. The charge for this service is £10.

Baptism certificates

The Jersey Archive can produce Anglican and Methodist baptism certificates, from registers we hold, at a charge of £10.

Digital photography

Readers can use their own camera, mobile phones or tablets 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 must be completed. A digital image license costs £10 per day.

Maps and plans

Jersey Archive 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 sections as long as this does not damage the documents.

Prices are available on application for copying maps and plans and may be charged by the hour.

Legal charges

When full details of the Court Register, names of parties and dates are specified, the charge for retrieving, scanning and printing/emailing each case is £25.

When full details are not provided and we need to search the registers on your behalf, the research and copying will be £25 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 in line with normal copying charges.

Jersey Film Archive

All films from the Jersey Film Archive have been digitised. Copies of films from the Jersey Film Archive can be provided for research purposes at £20 per film. These files will be sent digitally.

Sound recordings

We can provide copies of sound recordings as digital files for research purposes. The cost is £15 per recording.

Moving images/Still images publication fees

Jersey Heritage charges a use fee for any items from our collection that are to be published or exhibited in any print, photographic or electronic media. To do this you must get permission from the Archives and Collections Director and fill in an appropriate publication permission form.

Price on application.

Loan fees

Jersey Heritage loans objects within the collection to other institutions that meet our loan conditions. Applications to loan items from the collections will be considered by the Collections Management Team and an administration fee will be charged. Please contact curators@jerseyheritage.org with any enquiries.

Historic Environment Record (HER)

The Jersey HER is available to view online (<https://her.jerseyheritage.org/>) 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.