

ARCHIVE AND RESEARCH CHARGES

CHARGES – LIBRARY AND RESEARCH ROOM

£5 an hour for using the library and research room (free access to library books and online archive).

Additional charges for sourcing, preparing and providing materiel from the main archive for use in the research room:

£1 - Each individual loose document or piece or archive provided.

£3 - Each “archive box” retrieved from the main archive.

CHARGES – RESEARCH ENQUIRES

Answering written enquiries - £25 for the first hour of research followed by £10 for every subsequent hour (up to a maximum of 3 additional hours). This cost will be mutually agreed before research is begun and is non-refundable. Fees are paid after the completion of the research.

The museum cannot guarantee that the information you seek will always be found. However, a charge will still be incurred for the time and services of the researcher.

Please note commercial enquiries may incur a higher fee on a case-by-case basis. To avoid confusion, such persons are requested to declare their interest at the outset.

CHARGES – PHOTOCOPYING AND SCANNING:

An administration fee of £10 is levied to cover staff time, resources and administrative costs. This cost is not applicable to those who are visiting the library and research room.

Some original documents and items may not be able to be photocopied or digitised for conservation reasons. This will depend on the type and condition of the original document and whether special handling, photography and scanning techniques are required.

All copying is at the discretion of staff and is also subject to the Data Protection Act 2018 and document handling restrictions. All reproduction is subject to copyright. It is the responsibility of the visitor to ensure that their copying does not infringe copyright law.

Photocopies (Black and white only)

A4	-	£0.40
A3	-	£0.60

Digital Copies (Sent by email or WeTransfer or USB Stick)

A4	-	£1.00
Above A4	-	£3.00
4GB USB	-	£5 each
8GB USB	-	£10 each
16GB USB	-	£15 each

Printing A4 pages from Online Archive:

A4	-	£0.25
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Fees for reproduction of images for printed publications, film, television and other commercial filming will be subject to negotiation.

POSTAGE AND PACKING CHARGES:

- Envelope/packing - £2.00
- UK Postage - UK Postal Rates
- Overseas Postage - Appropriate rate apply
- Orders can also be collected in person

PAYMENT METHODS:

- Cash
- Cheque – Made payable to “RLC Museum Trust”
- BACS:
RLC Museum Trust
Reference: ResearchEnquiry
Sort code: 16-19-26
Account number: 10140668

Overseas orders must be paid in pounds sterling.