



HULL HISTORY CENTRE FEES & CHARGES

Introduction

There is no charge to visit the History Centre to do your own research in our search room and library. You can also borrow library books and use our PCs and microfilm readers free of charge. However, we do make a charge for some of our services, including printing and copying.

Copying

Records come in many different sizes and formats and their condition may prevent them being copied in certain ways. We therefore offer a range of copying services.

Copying charges to expect when visiting the hull history centre

Printing (printed & paid through the till at the enquiry desk)

Microfilm A4	55p
Microfilm A3	£1.05
Public Computer A4 b&w	25p
Public Computer A4 colour	80p
Public Computer A3 b&w	55p
Public Computer A4 colour	£1.60

Self-service photocopier (Library coin operated)

Public photocopier A4	10p
Public photocopier A3	20p

Photocopying undertaken by staff (paid through the till at the enquiry desk)

A4 b&w	35p
A3 b&w	65p
A4 colour	85p
A3 colour	£1.70

Copying charges for remote orders

Photocopying or creating PDFs

Paper documents in good condition which are A3 sized or smaller can usually be photocopied or scanned to PDF. All orders of this type will incur an initial fee of £11 which includes up to 10 A4 pages, postage or delivery by email or via an internet based file sharing site. Orders over 10 pages will be quoted on a page by page basis and further payment requested. (For large orders see note on handling & postal charges)

Digital reproductions supplied in digital format

Where items cannot be copied, for preservation reasons, we offer digital alternatives.

Research quality digital copies

We can provide research quality jpeg images of items. These are completely legible but are not of a high enough quality for publication. They are taken with a standard hand-held digital SLR camera.

Our initial £11 charge includes up to 5 digital working shots. Each extra digital shot will incur a further £1 charge. All images will be sent by email or via an internet based file sharing site. Should you require a print out of an image this would incur an additional cost of £3 per image plus postage. (See note on postal charges).

Digital photography/scanning

These are of a higher quality and are usually provided as jpegs. These images are taken using professional imaging equipment and edited to a high standard. If conservation work has to be carried out prior to image capture, these may take longer to produce. The handling charge includes the supply of images by email or via an internet based file sharing site.

Cost of each image: £5.50

Each order carries a handling charge of £5.50 which includes the supply of images by e-mail or file sharing depending on file sizes.

Digital photography/scanning hardcopy, printed images

Additional charges will apply for providing printed images on high grade paper. See table below (prices per image):

A4 297 x 210 mm	£8.50
A3 420 x 297 mm	£11.00
A2 594 x 420 mm	£27.00
A1 841 x 594 mm	£37.00
A0 1189 x 841 mm	£60.00

C TSPs, C THDs, L RH	Printed on normal grade A4 paper	£3.00
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Digital copies for publication or media use

If you require high resolution images for publication or media use, please contact us to discuss your particular needs and requirements.

Reproduction fee per image:

Commercial organizations	£60.00
Non profit making organizations	£27.00

Please note that, in the vast majority of cases, the item itself will still be in copyright. If you wish to publish either an image or a transcript of an item, it is your responsibility to obtain the necessary copyright permission from the copyright owners. In some cases we may be able to provide advice on who the copyright owner is.

Other charges

Postal charges

The majority of our customers are happy to receive copies of documents digitally. However, costs for posting items out to customers will be confirmed during the ordering process should this be your preferred option.

Express charges

Under normal circumstances we aim to process your order within ten working days, and customers who require reprographic services to be completed within 24hrs would be expected to pay an extra

100% in addition to the charges listed above. Please bear in mind that this service is limited and subject to staff availability.

Handling charges

Large orders may incur a handling charge. Any additional charges will be confirmed during the ordering process

Research fees

If you are unable to visit the History Centre in person, our staff can carry out research for you in blocks of 30 minutes up to a maximum of one hour.

30 minutes research	£17.00
1 hours research	£34.00

Certification of copies

We can provide certified copies or transcriptions of some documents held in our collections, such as burial, baptism or marriage register entries, vehicle registration cards, applications for building regulations etc.

The cost per application (which includes the search, certification or transcription) is £17.00.

Data Protection enquiries

Some of our records are closed to researchers because they contain sensitive information about people who are, or may be, still alive and there are certain conditions attached to these types of enquiry.

As a general rule, there is no charge to request information about yourself (data subject) and the charge to request a search for information about a person who is deceased is £34.00. For more details, please visit our web page on accessing sensitive information:

<https://hullhistorycentre.org.uk/research/collections-information/sensitive-information.aspx>

Payment

Payment should accompany the request and can be made by:

- Inputting your credit card details online at <http://www.hullhistorycentre.org.uk/visit-us/fees-and-charges/online-payments.aspx>. Please choose The Hull History Centre from the All Shops box and enter the 8 digit enquiry number, e.g. G2200284, in the box provided under the History Centre Research Fee – One Hour/ History Centre Research Fee – Half Hour/ History Centre Minimum Payment Fee/ History Centre Flexible Fee, before adding the payment to your basket. There is also an option to add a donation to your basket should you wish.
- Sending a cheque, made payable to Hull Culture and Leisure Ltd, to Hull History Centre, Worship Street, Hull, HU2 8BG.
- Making a credit/debit card payment over the telephone by calling 01482 317500. Please do not send credit card details by email and please note that the telephones are not manned over the weekend and on a Monday.
- Overseas payment should be made in pounds sterling online, or by International Money Order, or by a cheque drawn on a British bank.