

Suffolk Record Office  
Codes and charges  
As of 22 January 2019

<b>Searchroom Costs</b>	
<b>Copying</b> - photocopying requests over 10 pages need to be treated as remote orders and charged accordingly	
Internet print per page - B&W	£0.20
Internet print per page - colour	£1.00
Photocopying per page - B&W	£1.50
Photocopying per page - colour	£2.00
Photographic permit per day	£10.00
Self-service reader-printer per page	£1.00
<b>Refreshments</b>	
Biscuits	£0.50
Drinks	£0.60
<b>Retail goods</b>	
Bowen Map in postage tube	£2.50
Data collection pack Family History	£5.00
Data collection pack Property History	£5.00
Family Relationships chart	£1.00
Garrett CD	£10.00
Maps of Diocese, Hundreds, Civil registration districts, poor law unions, RDC's/UDC's/BC's	£1.00
Palaeography Pack	£12.00
Books	as priced
Cards	£2.00
CDs	£15.32
DVDs	as priced
Family Tree Chart	as priced
Ipswich maps	£1.25
Misc goods	as priced
Ordnance Survey reproductions - Godfrey	£2.50
Pocket History	£0.50
Suffolk Atlas	£22.50
Tea towels	as priced
<b>Stationery and laminating</b>	
Note pads	£1.00
Pencil sharpeners	£0.35
Pencils	£0.50
Rubbers/erasers	£0.50
Tracing paper	£0.10
CARN tickets (replacement for lost)	£1.00
Laminating A4 per page	£3.00
Laminating A3 per page	£3.50

<b>Conservation goods</b>	
Starter Packaging Kit – 1 Small Box & contents	£17.50
Tall Box (15" x 10" x 9")	£8.25
Small Box (15" x 10" x 4½")	£5.50
Square Box (16" x 14" x 4½")	£8.00
Will Box (21" x 16" x 4½")	£8.25
Map Box (32½" x 14" x 4½")	£8.75
Pamphlet box small (7" x 9" x 2")	£5.25
Pamphlet box large (to fit A4)	£6.25
Plain Folders for Tall & Small box (10)	£4.50
4-flap Folders for Tall & Small box (5)	£8.25
Plain Folders, ½ size for Tall & Small box (10)	£2.25
Plain Folders for Square box (10)	£7.00
Plain Folders for Will box (10)	£8.75
Bookmarker strips (10)	£1.75
Archive filing pages (10) for A4 pages only	£3.25
Archive filing pages (10) for all other sizes eg 6x4 or 5x7prints, 35mm slides, 35mm negatives, CDs	£5.25
Acid-free Boxbinder for filing pages	£26.00
Brass Paperclips (100)	£2.25
Brass Paperclips (1000)	£18.50
100% cotton tape x10m	£1.50
100% cotton tape x50m	£5.00
100% cotton tape x500m	£43.50
Portfolio (boards hinged & 2 ties)	£68.00
Transit portfolio (extra ties, heavier board, carry handle)	£95.00

<b>Remote orders</b>	
<b>Copying</b> - all copies except searchroom requests under 10 pages; 2-10 pages from 1 item = multiple page item; treat over 11 pages as additional multiple pages	
<b>Downloads</b>	
Download jpeg - single page item	£3.50
Download jpeg - multiple page item	£6.00
<b>Already digitised</b>	
<b>Electronic copy</b>	
jpeg - single page item	£4.50
jpeg - multiple page item	£7.50
tiff - single page item	£12.50
tiff- multiple page item	£17.50
<b>Print</b>	
B&W single page item	£4.00
B&W multiple page item	£5.50
Colour single page item	£5.00
Colour multiple page item	£7.50
<b>Sound recording</b>	
mp3 (standard quality)	£7.50
wav (high quality)	£12.50
<b>New digitisation</b>	
<b>Electronic copy</b>	
jpeg - single page item	£7.00
jpeg - multiple page item	£15.00
tiff - single page item	£15.00
tiff- multiple page item	£25.00
<b>Print</b>	
B&W single page item	£6.50
B&W multiple page item	£13.00
Colour single page item	£7.50
Colour multiple page item	£15.00
<b>Photocopying and reader printer by staff</b>	
<b>Photocopying</b>	
B&W single page item	£5.00
B&W multiple page item	£8.00
Colour single page item	£6.00
Colour multiple page item	£10.00
<b>Reader-printer by staff</b>	
B&W single page item	£5.00
B&W multiple page item	£8.00
<b>Certificates</b>	
Full certified copy of a Baptism certificate	£25.00
Full certified copy of a Marriage certificate pre 1837	£25.00
Full Certified copy of marriage certificates - post 1837	£9.25
Certification of print only.	£10.00
<b>Duplifice</b>	
Microfiche (duplicate) - minimum of 5 per order	£3.00
Fiche handling charge	£10.00

<b>Postage</b>	
Collection in searchroom	£0.00
<b>Papers</b>	
UK	£1.25
EU	£2.50
Rest of world	£3.50
<b>CDs</b>	
UK	£3.00
EU	£6.50
Rest of world	£8.00
<b>Duplifice</b>	
UK	£3.00
EU	£7.50
Rest of world	£10.50
e-mail - max 5 Jpegs per e-mail	£2.00
<b>Research</b>	
Quick search in catalogues and indexes and reference sources available in the Searchroom	£0.00
<b>Ownership rights</b>	
Private / non-commercial	£10.00
Commercial	£22.00
<b>Reference search - used where exact references aren't provided for copy requests</b>	
Initial 30min reference search - Private / non-commercial	£22.00
Initial 30min reference search - commercial	£40.00
<b>Research (min 30 mins, max 3 hours)</b>	
Private / non-commercial / local organisation - 30 mins	£22.00
Commercial - 30 mins	£40.00
Private / non-commercial / local organisation - per hour	£36.00
Commercial - per hour	£60.00
<b>Closed record search (min 1 hour, max 3 hours)</b>	
Private / non-commercial / local organisation - per hour	£36.00
Commercial - per hour	£60.00
<b>Transcription</b>	
Private / non-commercial / local organisation - per hour	£45.00
Commercial - per hour	£75.00
<b>Translation</b>	
Private / non-commercial / local organisation - per hour	£75.00
Commercial - per hour	£100.00
<b>Archives Advisory Service</b>	
Initial site visit & survey (max 3hrs)	£0.00
Subsequent site visits: surveying, sorting, boxing, numbering, organising, preliminary listing etc - per hour	£75.00
Preservation/Conservation Advisory Service - per hour	£75.00
Preservation/Conservation Condition survey - per hour	£75.00
Archival Training - per hour	£75.00
Conservation/preservation Training - per hour	£75.00
<b>Depositor Services</b>	
Storage of closed material per small box equivalent, per year - private, non-commercial, local organisation	£6.00
Storage of closed material per small box equivalent, per year - commercial	£12.00

Creation of initial summary list or schedule for accessioning and insurance purposes per small box or equivalent	£25.00
Collecting archives by the nearest branch of SRO per hour.	£75.00
Packaging min a box, folders etc per small box or equivalent	£25.00
Contribution towards storage charges for the digital strongroom and for staff time for ingesting into Preservica per 500MB	£15.00
Contribution towards cataloguing per small box or equivalent	£40.00
Conservation charges - reconditioning, rebinding and repair per hour	£30.00
Disposing of more than 1 small box of material - charge per small box or equivalent	£8.00

<b>Outreach</b>	
Talks and walks by external tutors	£7.50
Walks by staff	£7.50
Workshops by staff	£12.50
Courses by staff or external speakers	£0.00
Taster sessions	£4.00
<b>Visits</b>	
SRO during opening hours	£60.00
SRO during evening	£65.00
Outside SRO by staff to give talks etc	£65.00
Outside SRO by staff to schools	£65.00
<b>Hire of rooms and equipment</b>	
<b>Bury Education room</b>	
Profit making - 1/2 day - 9.30-12.30; 13.00-16.00	£75.00
Non-profit making - 1/2 day - 9.30-12.30; 13.00-16.00	£37.50
Cancellation with less than 40hrs notice	£75.00
Cancellation with less than 1 wk notice	£37.50
<b>Ipswich Education room</b>	
Profit making - 1/2 day - 9.30-12.30; 13.00-16.00	£80.00
Non-profit making - 1/2 day - 9.30-12.30; 13.00-16.00	£40.00
Cancellation with less than 40hrs notice	£80.00
Cancellation with less than 1 wk notice	£40.00
<b>Equipment</b>	
Education Room Electrical equipment, digital projector	£5.00
Education Room Flip chart	£3.00
day booking microfilm reader	£1.00
day booking fiche reader	£1.00
Hiring a display case per week	£6.00
Hiring a display board per week	£6.00
Replacing a SRO display poster	£15.00
Hiring Learning resources e.g. Discovery Kits per suitcase or collection of objects, or pack of laminates per week	£10.00
<b>Commercial photography or filming in SRO</b>	
Preparation time for commercial photography or filming - per hour	£50.00
Staff support for commercial photography or filming - per hour supervision	£25.00

<b>Publication charges</b>	
<b>Printed books</b>	
<b>Local author</b>	
<b>&lt; 499 copies</b>	
Internal page - UK rights	£10.00
Internal page - Worldwide rights	£20.00
Front cover - UK rights	£20.00
Front cover - worldwide rights	£40.00
<b>500+ copies</b>	
Internal page - UK rights	£20.00
Internal page - Worldwide rights	£40.00
Front cover - UK rights	£40.00
Front cover - worldwide rights	£80.00
<b>Academic</b>	
<b>&lt; 499 copies</b>	
Internal page - UK rights	£15.00
Internal page - Worldwide rights	£30.00
Front cover - UK rights	£30.00
Front cover - worldwide rights	£60.00
<b>500+ copies</b>	
Internal page - UK rights	£30.00
Internal page - Worldwide rights	£60.00
Front cover - UK rights	£60.00
Front cover - worldwide rights	£120.00
<b>Commercial</b>	
<b>&lt; 499 copies</b>	
Internal page - UK rights	£25.00
Internal page - Worldwide rights	£50.00
Front cover - UK rights	£50.00
Front cover - worldwide rights	£100.00
<b>500+ copies</b>	
Internal page - UK rights	£50.00
Internal page - Worldwide rights	£100.00
Front cover - UK rights	£100.00
Front cover - worldwide rights	£200.00
<b>Magazine</b>	
<b>Local organisation or author</b>	
Internal page - UK rights	£10.00
Internal page - Worldwide rights	£20.00
Front cover - UK rights	£20.00
Front cover - worldwide rights	£40.00
<b>Academic journal</b>	
Internal page - UK rights	£35.00
Internal page - Worldwide rights	£75.00
Front cover - UK rights	£75.00
Front cover - worldwide rights	£150.00
<b>Commercial</b>	
Internal page - UK rights	£100.00
Internal page - Worldwide rights	£200.00
Front cover - UK rights	£150.00
Front cover - worldwide rights	£300.00

<b>DVD and e-books - worldwide rights</b>		
<b>Local organisation</b>		
< 499 copies		£30.00
500+ copies		£60.00
<b>Academic</b>		
< 499 copies		£40.00
500+ copies		£80.00
<b>Commercial</b>		
< 499 copies		£80.00
500+ copies		£160.00
<b>Exhibition</b>		
<b>Internal non-commercial - UK rights</b>		
5yr license occasional use		£0.00
Permanent display - 5 years		£10.00
<b>Non-Commercial local organisation or partner - UK rights</b>		
5yr license occasional use		£10.00
Permanent display - 5 years		£20.00
<b>Commercial local organisation or partner - UK rights</b>		
5yr license occasional use		£50.00
Permanent display - 5 years		£100.00
<b>Commercial national - UK rights</b>		
5yr license occasional use		£100.00
Permanent display - 5 years		£200.00
<b>Commercial international - worldwide rights</b>		
5yr license occasional use		£250.00
Permanent display - 5 years		£500.00
<b>Print - 5yr license to produce for resale</b>		
Internal non-commercial - UK rights		£50.00
Commercial local sales by local organisation or partner - UK rights		£100.00
Commercial national sales - UK rights		£200.00
Commercial international sales - worldwide rights		£300.00
<b>Presentation, lecture, talk, workshop, handouts - 5 year licence</b>		
Non-commercial internal - UK rights		£0.00
Non-commercial local organisation - UK rights		£10.00
Commercial local organisation - UK rights		£30.00
Non-commercial national organisation - UK rights		£50.00
Commercial national organisation - UK rights		£100.00
Non-commercial international - worldwide rights		£100.00
Commercial international - worldwide rights		£200.00
<b>Website - 5 year permanent display, worldwide rights</b>		
Non-commercial local partner, organisation, charity		£20.00
Academic		£40.00
Commercial		£100.00
<b>Social media - permanent display, worldwide rights</b>		
Personal, non-commercial organisation		£5.00
Non-commercial organisation		£10.00
Commercial organisation		£50.00

<b>Interior decoration of commercial premises e.g. a pub, leisure centre, supermarket</b>	
UK rights, 10 year permanent display	£100.00
<b>Media - film, TV etc</b>	
Worldwide rights, 5 year licence	£250.00