



VALENCE HOUSE

ARCHIVES AND LOCAL STUDIES CENTRE

REPROGRAPHIC INFORMATION AND PRICES 2018/9

Printouts from microfilm

The Archives and Local Studies Centre holds copies on microfilm of items including local newspapers from 1866 onwards.

We have a Konica Minolta SL1000 digital microfilm reader. We recommend advance booking (call 020 8227 2033) if you would like to look at microfilms.

Printouts from microfilm (b&w only) cost 20p per sheet for A4, 40p for A3

Printouts from public access computers

The Archives and Local Studies Centre has 10 public access computers, which can be used to access online family history resources such as Ancestry Library Edition and Find My Past Community Edition, as well as our collection of CD-ROMs.

Computer printouts (b&w only) cost 20p per sheet for A4, 40p for A3

Photocopies from books

Photocopying of pages from printed items on the Archives and Local Studies Centre open shelves (except very large, heavy or fragile volumes) may be done by users in line with Copyright Law & fair dealing – please consult staff before copying.

Photocopies (b&w only) cost 20p per sheet for A4 and 40p for A3.

Copies of original documents (archives, rare books, oversize maps and plans)

Original documents, rare books and heavy or oversize items that cannot be placed on the photocopier may be scanned using our self-service overhead scanner.

Printouts from the scanner (b&w only) cost 20p for A4 and 40p for A3

Photography day licence:

Users are welcome to bring their own cameras, at a charge of **£6 per day**.

Please note: No flash photography; handle items with care; no complicated equipment such as tripods and lighting.

Users asked to complete a form recording what is being copied with agreement that it is for private use only. This is kept on file.

COPIES OF ARCHIVE PHOTOGRAPHS

Scanned digital images

Digital scan (up to 300dpi) for sending by e-mail: £6.00

Digital scans of more than 300 dpi, or multiple images, are put on a CD. *(Please let us know your requirements)*

Prints

We only print onto high-quality glossy photographic paper of at least 210gsm

4" x 6" = £7.00

5" x 7" = £8.50

A4 = £12.00

A3 = £16.00

Postage = £1.50

Please note that prints are provided for personal use only and are not for publication.

Postal service for lookups in our collections

If you are unable to visit the Centre, staff and volunteers may undertake lookups in our non-photographic collections (maximum time 30 minutes) and provide photocopies by post. An example would be a newspaper obituary where the date is known. Please note that we are unable provide a research service or do extensive or complicated copying. Please e-mail localstudies@lbbd.gov.uk with details of your enquiry.

There is a minimum charge of **£10.00** for this service. Payment must be received in advance. Please make cheques payable to 'LBBD Archives and Local Studies'.

Copies for publication

If you intend to use copies of images and any other material for publication, rather than private study, you must speak to staff first to ascertain who the copyright holder is. Licensing and publication fees may be applicable.

'Publication' includes uploading to websites or social networking sites, as well as in books, magazines, newspapers, reports etc.

Please ask staff for further information.

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web <https://www.lbbd.gov.uk/local-archive-and-history-information> &

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