

# Durham County Record Office



## Fees and Charges 2019/20

(All charges are inclusive of VAT @ 20%)

### Photocopies A3/A4

Available for documents up to A3 in size in suitable format/physical condition.

N.B. photographs must be digitised

Self-service reader-printer	£0.50 per copy
Copies made by staff - order made and collected in DCRO	£0.50 per copy
Single copy made by staff and scanned to email or sent by 2nd class UK post	£5.00 per copy
Multiple copies (10 or more) made by staff and scanned to email or sent by 2nd class UK post	Please ask for a quotation (£50 per hour)

### Digital Copies

Supplied as jpeg on CD or via web transfer/email. Large orders charged at hourly/daily rate. Postage & packing quotation on request.

Image up to A3 paid via Online Shop	£5.00
Document up to A3	£6.00
Document up to A1 (4 x A3)	£12.00
Document over A1	£20.00
Hourly rate	£50.00
Daily rate	£300.00

### Quick Search and Copy

A quick search covers, for example, a search of a single year in a parish register, or a specific address on a census or electoral register.

It also includes provision of a timeline for a DLI battalion.

Quick search and provision of photocopy	£5.00
Quick search and provision of high quality colour digital copy	£12.00
Quick search and provision of certified copy or marriage certificate	£12.00

### Research Service

For longer or more complex enquiries.

Professional researchers with extensive experience in local and family history and military research

### Ordnance Survey (over 50 years old) and Tithe Plans

Digital copy	£12.00
A3 extract ordered and collected in DCRO only	£5.00

### Use of customer's own digital camera

N.B. no copying of photographs, microfilms, OS or Tithe Plans

£15.00 per day

### Digitisation Service

Specialist copying of your own books, prints, maps, photographs and documents. Please ask for a quotation.

£50.00 per hour  
£300.00 per day

### Reproduction fees

You must seek permission to publish documents held in DCRO.

This includes publication on websites, social media like Facebook, Instagram and Flickr, and for exhibitions.

Please ask for a quotation.

### Archive Conservation

Conservation of your own books, prints, maps, photographs and documents. Please ask for a quotation.

£50.00 per hour  
£300.00 per day

### Talks and Visits

Standard talk/visit (up to 1½ hours)	£60.00
Customised talk/visit	£100.00
School workshop	£100.00

Development/delivery of projects/workshops

£50.00 per hour  
£300.00 per day