



Archives and Local Studies Charges 2024/25

From the 1st April 2024 the following charges will apply:

Talks and Research

Non-commercial, per hour (first half hour free)	20.00
Commercial, per hour (first half hour free)	40.00
Search Room supported research, per hour (first half hour free)	6.00
ScotlandsPeople Credit	0.45
Family history, local history and archives talks/presentations	35.00

Self-service photocopying

B/W A4	0.25 (discount 0.12)
B/W A3	0.30 (discount 0.15)
Colour A4	0.40 (discount 0.20)
Colour A3	0.50 (discount 0.25)

Discounted price from sheet 16+. Young Scots discount applies to b/w copies only.

Photocopying carried out by members of staff

B/W A4	0.50
B/W A3	0.60
Colour A4	0.80
Colour A3	1.40
Handling charge for copying of outsized items	6.50
Handling charge for orders placed by email, telephone or letter	6.50

Original material will only be copied if the item is not put at risk by the process.

Computer print outs carried out by members of staff

Copy from scan B/W A4	0.75
Copy from scan Colour A4	1.40

Computer print outs from PAC to inkjet printer or self-service

Microfilm / Microfiche copies	0.50
B&W A4	0.25

Scanning

Scanned document – Commercial	8.00
Scanned document – Non-commercial	4.00
Scanned document - YoungScot/Student	2.00

Additional charges may apply for higher resolution images.

Self-service photography

We permit self-service photography. Terms & conditions apply. Please ask a member of staff for our *Self Service Photography Terms of Use and Copying Service Order* forms.

Videos and DVDs

Copy	20.00
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Photographic work

7" x 5" B/W & Colour Inkjet	3.31
7" x 5" Colour Photo Paper	3.86
8" x 6" B/W & Colour Inkjet	3.86
8" x 6" Colour Photo Paper	5.90
10"x 8" B/W & Colour Inkjet	5.90
10"x 8" Colour Photo Paper	6.56
16" x 12" B/W & Colour Inkjet	9.87
16" x 12" A3 Colour Photo Paper	13.23
20" x 16" B/W & Colour Inkjet	14.33
20" x 16" Colour Photo Paper	16.54
24" x 20" B/W & Colour Inkjet	20.95
24" x 20" Colour Photo Paper	24.26

Copies of larger items will be charged at the rate of £22 per hour of staff time required, plus cost for actual image.

Use of photographs and scans in print or web publications

Commercial (Per 5 or part thereof)	70.00
Small-scale publications (Per 5 or part thereof)	35.00

Subject to copyright and North Lanarkshire Council terms & conditions.

Acknowledgement will be required.

Cost of the scanned or printed image will be added to all publication orders.

Non-profit, educational or charitable publications are charged for reprographics only.

Postage and packaging

Postal charges are priced on completion.

All prices include VAT but exclude postage and packaging.