

Scottish Borders Council Archive Service

Charges

Prices are inclusive of VAT where applicable.

Service	Detail	Prices
Printing/Copying		
Photocopying (all by staff)	A4 B/W	20p/sheet
Photocopying (all by staff)	A4 Colour	30p/ sheet
Photocopying (all by staff)	A3 B/W	40p/sheet
Photocopying (all by staff)	A3 Colour	60p/ sheet
Printout from PC	B/W A4	10p/sheet
Printout from PC	Colour A4	30p/sheet
Printout from PC	B/W A3	25p/sheet
Printout from PC	Colour A3	45p/ sheet
Printout from Microfilm/ fiche reader	B/W A4	40p/sheet
Printout from Microfilm/ fiche reader	B/W A3	80p/sheet
Scans to digital format	Items suitable and to fit within an A3 scanner	£1 a scan
Plan/map/ oversize document Copying	On request	N/A
PC Consumables		
CD/RW (see above)		£1.60each

Fees for Photography/ Reproduction for use in publication (printed, website, film etc.)		
Personal or Educational reference		By arrangement
For commercial purposes (Print run less than 10,000, 5 year licence)	Single country, single language rights	By arrangement
	World Rights	By arrangement
Fees for self photography/ filming		
Personal or educational reference	photography	£1 per exposure
For commercial purposes	photography	By arrangement
For commercial purposes	Filming	By arrangement
Education and Research Services		
Remote Research Service (formerly Postal Research Service)	Can be used by enquirers after initial 30 minutes of attention per enquiry has been done for further investigation	£20 per hour
Postal and Packaging Charges (orders up to £25 – orders over and up to £50 double the cost. Orders above £50 – price on application)		
Photocopies/ Items (e.g. CD's)	Britain and Europe	Minimum (dependant on weight and size) £2.63
Photocopies/ Items (e.g. CD's)	Outside Europe	Minimum (dependant on weight and size) £5.78