

## Reprographic Services and Charges

Copies are supplied subject to certain conditions, for which users are referred in the first instance to our reprographic policy.

### Photocopying

A4 black and white: 30p per side

A3 black and white: 50p per side

We do not currently have the facilities to provide colour photocopies.

### Digital camera usage

Researchers may be permitted to use their own digital cameras or electronic devices (without flash), to take photographs of items in the research area under the supervision of Archives' staff. There is no charge for this but please ask a member of staff before taking any photographs.

### Photography

Archives' staff may be able to photograph certain items on behalf of researchers using our in-house reprographic equipment at a usual charge of £10 per item.

Photographs are available as either a high quality print on A4 photographic paper or as a digital file. Digital files can be emailed or transferred to CD.

A charge of £2.50 per extra print will be made for more than one A4 printed copy of the same image.

### Scanning

There is a £10 handling charge for this service and a 30p charge for each page scanned. We can only scan items up to A4 size.

Digital files can be emailed or transferred to CD.

### Maps and plans

We are currently only able to copy maps and plans up to A3 size in-house. Larger items of this nature are taken to Frossard House for copying and a one-off handling fee of £5 will be charged in respect of items which, because of age, condition, or size have to be accompanied by a member of Archives' staff to be copied.

A1 black and white: £5

A0 black and white: £7.50

A1 colour: £10

A0 colour: £15

### Copies ordered remotely and postage

There is a minimum prepaid postage and packaging charge for any copies posted in the printed form or on CD. The p&p costs will vary depending on the size and weight of the packet and charges will be confirmed on application.

Minimum p&p Guernsey: £1.00

Minimum p&p Jersey/UK: £2.00

Postage and packaging charges outside the UK will be confirmed by staff.

### Research

There is no charge for the consultation of records at the Island Archives, or for staff advice on available resources. Whilst public enquiries of a straightforward nature can be dealt with by staff as time permits, we cannot undertake more detailed research or provide translation services.