

## 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

Charges per copy:

	Black & white	Colour
<b>A4</b>	30p	50p
<b>A3</b>	50p	£1

### Scanning

50p per item, up to and including A3.  
Scanned images are available as PDF, JPEG or TIFF file formats.

### High volume copying

High volume/time consuming photocopying and/or scanning may be subject to a handling charge or hourly rate.

### Maps and plans

We are currently only able to photocopy or scan maps and plans up to A3 size in-house; larger items are sent to Frossard House. Charges per sheet:

	Black & white	Colour
<b>A2</b>	£5	£7
<b>A1</b>	£7	£10
<b>A0</b>	£9	£15

Digital scans of plans in pdf format (A2-A0) are £5 per item.

A one-off handling fee of £10 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 or scanned.

### Digital camera usage

Researchers may 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 supplied on A4 photographic paper, or as a digital JPEG file by email.

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

### Copies ordered remotely and postage

There is a minimum prepaid postage and packaging charge for any copies posted in printed form. 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: £2

Minimum p&p Jersey/UK: £4

### 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.