

Joint Archives Board

8 November 2023

Joint Archives Service: Review of Fees and Charges

For Recommendation to Cabinet

Portfolio Holder: Cllr L Beddow, Culture and Communities
Cllr Andy Martin, Customer, Communications and Culture,
BCP Council

Local Councillor(s): All

Executive Director: J Sellgren, Executive Director of Place

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Report Status: Public

Brief Summary: The report provides a review of fees and charges with recommendations for changes in the Joint Archives Service's fees and charges to take effect 1 April 2024.

Recommendation: It is recommended that the revised fees and charges (set out in Appendices 1) be recommended to the executive bodies of the two funding councils for implementation from 1 April 2024.

Reason for Recommendation: To sustain the Joint Archives Service's budget and income levels and meet the inflationary income target set as part of the budget building process.

1. Background

- 1.1 The Joint Archives Service's fees and charges were last reviewed at the Joint Archives Advisory Board meeting on 14 November 2022 and came into force on 1 April 2023
- 1.2 It is proposed that the revised fees and charges set out in the Appendix be implemented with effect from 1 April 2024.
- 1.3 At its meeting in May 2006, the Board agreed to give the County Archivist (now Service Manager for Archives and Records) the discretion to set and vary initial prices and to negotiate discounts as appropriate for new products or services between reviews and that these should be reported and recommended to the Board in the following review of fees and charges. Recent additional or revised charges are included in Appendix 1.

2. Review

- 2.1 As is usually the case, it is not proposed to raise all charges where the Service is still in line with the market and comparable organisations. The charges have been compared with some services in the longstanding Benchmarking Group; Surrey History Centre and Hampshire Archives Service as well as comparison with other archive services in the South-West.
- 2.2 Evidence of occasional customer resistance encountered by the service to some of the charges and the above market comparisons suggest that these service charges are at the upper end of what the customer base will tolerate.
- 2.3 Therefore, all charges have been reviewed in an attempt to broadly meet the income target increase of 5% in line with Dorset Council guidelines.
- 2.4 As previously reported the significant changes to the method of delivery of some services in recent years has enabled the service to deliver digital copying through electronic transfer or email in preference to printing or copying to CD and posting.
- 2.5 The commercial reproduction rates revised last year, following review against other museum and archive services are now embedded in the fee charging structure.
- 2.6 Car parking charges at Dorset History Centre are regulated through a Traffic Regulation Order in force since 2018 and are changed in line with the charges levied by Dorset Council

3. **Conclusion**

- 3.1 This report has set out proposals for various amendments to the JAS's schedule of fees and charges. Increases have been proposed only where it is felt that they are realistic, are linked to inflationary pressures and where there have been improvements or changes to the method of delivery and standard of provision.

John Sellgren

Executive Director for Place

4. **Financial Implications**

Any increase in income through the proposed adjustments to fees and charges will assist in supporting the work of the JAS.

5. **Natural Environment, Climate & Ecology Implications**

None

6. **Well-being and Health Implications**

None

7. **Other Implications**

None

8. **Risk Assessment**

- 8.1 **HAVING CONSIDERED:** the risks associated with this decision; the level of risk has been identified as:

Current Risk: Low

Residual Risk: Low

9. **Equalities Impact Assessment**

The JAS has completed a full EQIA. Areas for further consideration include working with younger people and with black and ethnic minority groups and religious minorities. Improved digital provision will also assist in providing greater access to collections for people living at some distance from Dorchester.

10. **Appendices**

Appendix 1: Proposed Fees and Charges 2024/2025

11. **Background Papers**

None

Appendix 1

Dorset History Centre Fees and Charges from 1st April 2024/2025

	2023/24	2024/25 new price (changes in bold)
<u>Photocopies/ Microform print out ordered and supplied during visit</u>		
Photocopies/MF printout (B&W) (A4 or A3)	£1.00	£1.20
Photocopies/MF printout (colour) (A4 or A3)	£2.00	£2.50
Minimum charge for photocopies/MF ordered and supplied by post, includes up to 4 A4 or A3 sheets	£8.50	£9.00
Postage and packaging	From £2.20	From £2.50
<u>Digital copying services - supplied by email/electronic transfer</u>		
TIFF images	£9.50	£9.50
JPEG images	£6.50	£6.50
Additional consecutive pages in bound volumes	£2.00	£2.00
Handling charge	£3.00	£3.00
Sound/film files (dependent on file size)	£9.50	From £9.50
Tithe maps and apportionments	£20.00	£20.00
Resupply by WeTransfer admin fee	£5.00	£5.25
Supply of files on CD	£6.00	£6.30
<u>Public self-service copying</u>		
Photocopying (B&W) (A4)	£0.25	£0.50
MF printout	£0.70	£1.00
Printout from computers	£0.70	£1.00
Photography permits (half day)	£7.00 half day	£8.00 half day
Photography permits (whole day)	£12.00 whole day	£14.00 whole day
Photography permits (week)	£32.00	£35.00
<u>Certification services</u>		
Certification of copies (including searching for specific entries, copies and certification)	£18.00	£19.00
Baptism or burial certificate from a parish register entry – Adjusted annually (1 st January) in line with the fee charged by the Church of England	£36.00	£36.00

<u>Research/consultation and advice services</u>		
Enquiries (30 minute look-up)	£15.00	£16.00
Research service (per hour)	£38.00	£38.00
One-to-one surgery - research topic consultation (per hour)	£32.00	£33.00
Commercial Research (inc. consultation/advice)	£65.00	£70.00
Magistrates (per hour)	£38.00	£40.00
<u>Conservation services</u>		
Treatment proposal (where items assessed at DHC) (per hour) (If the treatment proposal is accepted this fee is deducted from the final fee)	£38.00	£38.00
Conservation - collection condition survey and written report (at customers site) (per hour) Travel costs are charged in addition	£38.00	£38.00
Conservation treatment fee (per hour)	£68.00	£68.00
<u>Community engagement, outreach and education services</u>		
Offsite talk, lecture (standard talks)	£75.00	£78.00
Online talks by DHC staff for other organisation (standard talks)	£65.00	£65.00
Onsite talk/lecture; introductory tours and visits	£65.00 (for up to 12 people)	£68.00 (for groups up to 12 people)
Bespoke/specialist talks requiring substantial research	£85.00	£85.00
Online events (talks/workshops) organised by DHC	£6.00 per person	£6.00 per person
Onsite workshop/training session (oral history or family history)	£125.00 (for groups up to 10 people)	£130.00 (for groups up to 10 people)
Offsite workshop/training session (oral history or family history)	£135.00 (for groups up to 10 people)	£140.00 (for groups up to 10 people)
Full day workshop	£16.00 per person	£16.00 per person
Downloadable education packs	£21.00 (variable depending on pack)	£21.00 (variable depending on pack)
Outreach taught session at school (incl. copies of documents, transcripts, and session plans) (2 hours)	£85.00 (plus travel expenses)	£90.00 (plus travel expenses)
Outreach taught session at DHC (incl. copies of documents, transcripts and session plans, lecture room hire and original records) (2 hours)	£85.00	£90.00
<u>Miscellaneous</u>		
Coffee/tea in common room	£2.00	£2.50

<u>Hire of lecture room</u>		
Mon-Fri, 9am-5pm (2 hour booking minimum) (full rate)	£16.00ph	£17.00 ph
Mon-Fri, 9am-5pm (2 hour booking minimum) (charity rate)	£13.00ph	£13.50 ph
Saturday, 1st Saturday of the month, per hour (2 hour booking minimum) (full rate)	£16.00ph (plus admin fee)	£17.00 (plus admin fee)
Saturday, 1st Saturday of the month, per hour (2 hour booking minimum) (charity rate)	£13.00ph (plus admin fee)	£13.50 (plus admin fee)
Saturday - when DHC is closed	On request	
Evenings	On request	
Cancellation fee (less than 3 days notice)	£20.00	£25.00
<u>Car parking - tied to DC charges</u> (Fees subject to Dorset Council prices and may change)		
Monday-Sunday 8am-6pm		
Up to 30 mins		£0.50
Up to 1 hour	£1.00	£1.00
Up to 2 hours	£1.50	£1.50
Up to 3 hours	£2.20	£2.20
Up to 4 hours (no return)	£3.50	£3.50
Disabled badge holders maximum stay of 3 hours	Free	

<u>Commercial fees and charges</u>		
<u>Books, periodicals, journals, exhibition catalogues</u>		
One country, single language publication (print run <1000)	£20.00	£25.00
One country, single language publication (print run >1000)	£30.00	£35.00
Worldwide publication	£40.00	£50.00
<u>Local publications</u>		
Local society/author (Dorset only)	£15.00	£15.00
Local society/author (national)	£18.00	£18.00
Dissertation	£15.00	£15.00
<u>Newspapers, magazines</u>		
Local (Dorset)	£30.00	£32.00
National	£50.00	£55.00
Worldwide	£100.00	£105.00
<u>Film, TV</u>		
Single image in television programme, national or worldwide	£50.00	£55.00

Broadcast and film rights, national or worldwide	£200.00	£210.00
TV film or radio company filming/recording on site (to incl. venue hire, staff time)	£120.00 ph	£126.00 ph
Set up time for filming (For furniture moving etc)	£40.00 ph	£45.00 ph
<u>Lectures, talks, exhibitions (non-DHC)</u>		
Educational/ temporary	£10.00 per image	£10.00 per image
Commercial/ permanent	£50.00 per image	£55.00 per image
Local, Dorset based society (Proposed new charge)		£10.00
<u>Internet</u>		
Personal blog, including YouTube/other video websites	£10.00 per image	£12.00 per image
Commercial website	£50.00 per image	£55.00 per image