

Joint Archives Board

5 November 2025

Joint Archives Service Fees and Charges 2026/27

For Decision

Cabinet Member:

Cllr R Hope, Customer, Culture and Community Engagement

Cllr Andy Martin, Customer, Communications and Culture, BCP Council

Local Councillor(s): All

Senior Leadership Team:

J Mair, Director of Legal & Democratic

Report author and job title: Sam Johnston, Service Manager for Archives and Records

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Statutory Authority: Local Government Acts 1962 & 1972; Public Records Act 1958; Freedom of Information Act 2000; Environmental Information Regulations 2004; Data Protection Act (GDPR) 2018.

Report status: Public

Executive summary (maximum of 500 words) 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 2026.

Recommendation: It is recommended that the revised fees and charges (set out in Appendix 1) be recommended to the executive bodies of the two funding councils for implementation from 1 April 2026.

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 Board meeting on 13 November 2024 and came into force on 1 April 2025.
- 1.2. It is proposed that the revised fees and charges set out in the Appendix be implemented with effect from 1 April 2026.
- 1.3. At its meeting in May 2006, the Board agreed to give the 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 in previous years, 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, West Sussex Record Office, and Hampshire Archives Service, as well as comparison with other archive services in the South-West.
- 2.2. Evidence of increased customer resistance encountered by the service to some of the charges and the above market comparisons suggest that these service levels are at the upper end of what the customer base will tolerate, and different approaches to income generation may need to be considered in future.
- 2.3. Income from fees and charges is as follows:
 - 2.3.1. 2024/25: £12331.41 (sales) and £15474.92 (fees and charges) total £27,806.33
 - 2.3.2. April-October 2025: 4,923.74 (sales) and 12,865.10 (fees and charges), total £17,788.84 so far.
- 2.4. Therefore, all charges have been reviewed in an attempt to broadly meet the income target increase of 3.4% in line with Dorset Council guidelines whilst seeking to ensure that public willingness to meet the charges is maintained.
- 2.5. As previously reported the significant changes to the method of delivery of some services in recent years has enabled the service to deliver copying through electronic transfer or email in preference to printing or copying to CD and posting.
- 2.6. The commercial reproduction rates introduced in 2022 are now well embedded in the fee charging structure.

2.7. There will be new rates of charging for video material based on length of the film or recording. This is to off-set the occasional expenses in off-site digitisation of such material.

2.8. 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. There was no income raised through the car park between April 2024 and May 2025 due to building works. Any income received would be taken by Assets and Regeneration as part of the Effective Property Services arrangement.

3. Conclusion

3.1. This report has set out proposals for various amendments to the Joint Archive Service'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.

**Appendix 1: Dorset History Centre Fees and Charges from 1st April
2026/2027**

	2025/26 Price	2026/27 new price (changes in bold)
<u>Photocopies/ Microform print out ordered and supplied during visit</u>		
Photocopies/MF printout (B&W) (A4 or A3)	£1.20	£1.30
Photocopies/MF printout (colour) (A4 or A3)	£2.50	£2.50
Minimum charge for photocopies/MF ordered and supplied by post, includes up to 4 A4 or A3 sheets	£9.00	£9.00
Postage and packaging	From £3.25	From £3.25
<u>Digital copying services - supplied by email/electronic transfer</u>		
TIFF images	£10.00	£10.00
JPEG images	£6.50	£7.00
Additional consecutive pages in bound volumes	£2.00	£2.50
Sound files	From £10.00	£10.00
Video files [below 10 minutes]		£10.00
Video files [between 10 minutes and 30 minutes]		£20.00
Video files [over 30 minutes]		£30.00
Tithe maps and apportionments	£20.00	£20.00
Supply of files on CD	£8.00	£10.00
<u>Public self-service copying</u>		

Photocopying (B&W) (A4 or A3)	£0.50	£0.50
MF printout	£1.00	£1.00
Printout from computers	£1.00	£1.00
Photography permits (day)	£8.00 for half day £14.00 for whole day	£9.00 for half day £15.00 for whole day
Photography permits (week)	£35.00	£40.00
<u>Certification services</u>		
Certification of copies (including searching for specific entries, copies and certification)	£19.00	£20.00
Baptism or burial certificate from a parish register entry*	£36.00	£37.00
<u>Research/consultation and advice services</u>		
Enquiries (30 minute look-up)	£18.00	£18.00
Research service (per hour)	£38.00	£38.00
One-to-one surgery - research topic consultation (per hour)	£33.00	£33.00
Commercial research (inc. consultation/advice) (per hour)	£80.00	£80.00
Magistrates (per hour)	£42.00	£45.00
<u>Conservation services</u>		
Treatment proposal (where items assessed at DHC) (per hour)	£38.00	£40.00

Conservation - collection condition survey and written report (at customers site) (per hour)	£38.00	£40.00
Conservation treatment fee (per hour)	£68.00	£70.00
<u>Community engagement, outreach and education services</u>		
Offsite talk, lecture (standard talks)	£78.00	£78.00
Online talks by DHC staff for other organisation (standard talks)	£65.00	£65.00
Onsite talk/lecture; introductory tours and visits	£68.00 (for groups up to 12 people)	£68.00 (for groups up to 12 people)
Online events (talks/workshops) organised by DHC	£6.00 per person	£6.00 per person
Onsite workshop/training session (oral history or family history)	£130.00 (for groups up to 10 people)	£130.00 (for groups up to 10 people)
Offsite workshop/training session (oral history or family history)	£140.00 (for groups up to 10 people)	£150.00 (for groups up to 10 people)
Full day workshop	£16.00 per person	By negotiation
Outreach taught session at school (incl. copies of documents, transcripts and session plans) (2 hours)	£90.00 (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)	£90.00	£90.00

<u>Miscellaneous</u>		
Coffee/tea in common room	£2.00	£2.00
<u>Hire of lecture room</u>		
Mon-Fri, 9am-5pm (2 hour booking minimum) (external organisations)	£21.00	£21.00
Mon-Fri, 9am-5pm (2 hour booking minimum) (Dorset Council)	£19.00	£19.00
Mon-Fri, 9am-5pm (2 hour booking minimum) (charity rate)	£15.00	£15.00
Saturday - when DHC is closed	On request	On request
Evenings	On request	On request
Cancellation fee (less than 3 days notice)	£25.00	£25.00
<u>Car parking**</u>		
Monday-Sunday 8am-6pm		
Up to 30 mins	£0.50	£0.70
Up to 1 hour	£1.00	£1.20
Up to 2 hours	£1.50	£1.70
Up to 3 hours	£2.20	£2.40
Up to 4 hours (no return)	£3.50	£3.70
Disabled badge holders maximum stay of 3 hours	Free	Free
<u>Commercial fees and charges</u>		
<i>Publication of DHC material in: Books, periodicals, journals, exhibition catalogues</i>		

One country, single language publication (print run <1000)	£25.00	£30.00
One country, single language publication (print run >1000)	£35.00	£40.00
E-book	£45.00	£45.00
International publication	£55.00	£60.00
Local author/society	£18.00	£18.00
Academic dissertation/ thesis	£15.00	£15.00
<i>Newspapers, magazines</i>		
Local (Dorset)	£32.00	£32.00
National	£55.00	£55.00
International	£105.00	£105.00
<i>Film, TV</i>		
Single image in television programme, national or worldwide	£60.00	£70.00
Broadcast and film rights, national or worldwide	£210.00	£210.00
TV, film or radio company filming/recording on site (to include venue hire, staff time, set-up time for filming etc)	£175.00	£180.00
<i>Lectures, talks, exhibitions (non-DHC)</i>		
Educational/ temporary	£10.00 per image	£15.00 per image
Commercial/ permanent	£55.00 per image	£60.00 per image

<i>Internet use</i>		
Personal blog, including YouTube/other video websites	£15.00 per image	£15.00 per image
Commercial website	£55.00 per image	£60.00 per image

*This fee is set by the Church of England

** Fees subject to Dorset Council prices and may change

1. Alternative options considered

There is no alternative model for delivering archive services currently under consideration.

2. Legal considerations

None

3. Financial implications

None other than those referenced in the report.

4. Natural environment, climate & ecology implications

DHC has significantly improved its energy performance through a major project to reduce consumption whilst ensuring the maintenance of high-quality environmental controls. This, combined with the generation of solar energy through PV panels on roof elevations has rendered the building highly energy-efficient.

5. Well-being and health implications

The JAS contributes to wellbeing outcomes for both councils and improving the quality of life for residents of BCP and Dorset Council areas and attracting visitors to the county lie at the heart of its work.

6. 6. Other implications

None

7. 7. Risk implications

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

Current Risk: Medium

Residual Risk: Medium (due to pressure on archive accommodation).

8. 8. Equalities

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.

9. 9. Appendices

Appendix 1: Dorset History Centre Fees and Charges from 1st April
2026/2027

10. 10. **Background papers**

None

11. Report sign-off

This report has been through the internal report clearance process and has been signed off by the Director for Legal and Democratic (Monitoring Officer), the Executive Director for Corporate Development (Section 151 Officer) and the appropriate Portfolio Holder(s)