

Teesside Archives charges

Photocopying and prints (single sided)

Black and white	A4	20p	A3	30p
Colour	A4	60p	A3	80p
Microfilm prints	A4	60p	A3	80p

Digital photographs and self-service book scanner for private use

Single images	50p		
One day licence	£10 per day		
	£7.50 per day	OAP/student	

Copyright forms must be completed and returned

The use of the book scanner may be limited and may be withdrawn at any time without notice.

Images requested for commercial use will require a licence, fees may apply. Please ask for details

Scanning by staff Quote per job

Please note some documents are unsuitable for scanning

Digital images will be sent by email or online transfer

Staff time £6.30 per 15 minutes

Prints will be charged at the rate above and postage and packing will be added if applicable

Research fee

30 minutes £12.50

1 hour (maximum of 3 hours) £25.00

This cost includes a research report and up to 4 scans per 30 minutes. Please ask for details

Meeting room

1-3 hours from £25.00

Full day from £50.00

Please ask a member of staff for more details on the availability of rooms for hire

Conservation work Quote per job

Group tour and talks

Groups of up to 15 people £3 per head

External Talk £30

We can offer behind the scenes tours of the Archives to interested groups. A member of staff may be available to give a talk to an interested group either at the Archives or other locations. Please ask for more details

Refreshments

Tea/coffee/bottled water 75p each

Availability may be limited. Please pay at reception and collect your cup.