



## **ARCHIVE AND RESEARCH CHARGES**

### **CHARGES – RESEARCH ENQUIRES**

Answering written enquiries - £25 for the first hour of research followed by £10 for every subsequent hour (up to a maximum of 3 additional hours). This cost will be mutually agreed before research is begun and is non-refundable. Fees are paid after the completion of the research.

The museum cannot guarantee that the information you seek will always be found. However, a charge will still be incurred for the time and services of the researcher.

Please note commercial enquiries may incur a higher fee on a case-by-case basis. To avoid confusion, such persons are requested to declare their interest at the outset.

### **CHARGES – DIGITISATION AND SCANNING:**

An administration fee of £10 is levied to cover staff time, resources and administrative costs. Fees for high volume digitisation and scanning requests will be subject to negotiation.

Some original documents and items may not be able to be scanned or digitised for conservation reasons. This will depend on the type and condition of the original document and whether special handling, photography and scanning techniques are required.

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Digital Copies will be sent via WeTransfer or can be transferred to a USB stick provided by the visitor.

An image licence fee for the reproduction of images for printed publications, film, television and other commercial filming will be subject to negotiation.

### **PAYMENT METHODS:**

- Card Payment (over the phone or email link)
- Cheque – Made payable to “RLC Museum Trust”
- BACS:  
RLC Museum Trust  
Reference: Research Enquiry  
Sort code: 16-19-26  
Account number: 10140668

Overseas orders must be paid in pounds sterling (£).