



VALENCE HOUSE

ARCHIVES AND LOCAL STUDIES CENTRE

REPROGRAPHIC INFORMATION AND PRICES 2014-15

Printouts from microfilm

The Archives and Local Studies Centre holds copies on microfilm of items including [local newspapers from 1866 onwards](#).

We have three microfilm reader/printers, including a Konica Minolta SL1000 digital machine. We recommend advance booking (call 020 8227 2033) if you would like to use a microfilm reader.

Printouts cost 20p per sheet for A4, 40p for A3

Printouts from public access computers

The Archives and Local Studies Centre has 7 public access computers, which can be used to access online family history resources such as Ancestry Library Edition and Find My Past Community Edition, as well as our collection of CD-Roms.

Printouts cost 20p per sheet for A4, 40p for A3

Photocopies from books

Photocopying of pages from printed items on the Archives and Local Studies Centre open shelves (except very large, heavy or fragile volumes) may be done by users.

Photocopies cost 20p per sheet for A4 and 40p for A3.

Copies of original documents (archives, rare books, oversize maps and plans)

Photography is the only method of copying original documents, rare books and oversize items that cannot be placed on the photocopier or scanner. Users are welcome to bring their own cameras, at a charge of **£5 per day**.

Please note: No flash photography; handle items with care; no complicated equipment such as tripods and lighting.

Users asked to complete a form recording what is being copied and for what use (private, commercial, or publication). This is kept on file.

Copies of archive photographs

Scanned digital images

Digital scan (up to 300dpi) for sending by e-mail: £5.00

Digital scans of more than 300 dpi, or multiple images, are put on a CD.
(If the CD is to be posted to you, please add £1.50 to the total to cover p&p.)

Prints

We only print onto photographic paper

Black & white prints

A4 b/w £6.00

A3 b/w £12.00

Colour prints

A4 colour £10.00

A3 colour £24.00

Please note that most of our archive photographs are black and white.

Postal service for lookups in our collections

If you are unable to visit the Centre, staff and volunteers may undertake lookups in our non-photographic collections (maximum time 30 minutes) and provide photocopies by post. An example would be a newspaper obituary where the date is known. Please note that we are unable provide a research service, or do extensive or complicated copying. Please e-mail localstudies@lbbd.gov.uk with details of your enquiry.

There is a minimum charge of **£10.00** for this service, which includes postage and packing. Payment must be received in advance. Please make cheques payable to LBBB.

Copies for publication

If you intend to use copies of images and any other material for publication, rather than private study, you must obtain permission from the copyright owner of the image or document before proceeding. 'Publication' includes uploading to websites or social networking sites, as well as in books, magazines, newspapers, reports etc.

Please ask staff for further information and for a copy of our own scale of reproduction fees.

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