

Museum & Archive Fees and Charges 2023–2024
(Effective from the 1st April 2023)

On Site – Personal Use

Photography

Own equipment £5.00 per day

Month Pass: £20.00

Yearly Pass: £200

Research Service

Personal or Educational Use: First 30 minutes free, then £20 per hour, *maximum of 2 hours*

Copying and Scanning Service

Scans sent by email (Colour image, up to A3, supplied as PDF file by email)

For documents:

- £3 per item (up to 5 items, low resolution), and £1 per item after that.

For maps, photographs, prints and posters:

- Medium up to 300dpi £10.00

- High up to 600dpi £20.00

Orders requiring staff search and prep time (such as large orders, large maps, documents larger than A3, and photographs of objects) – appropriate research service charge + the above relevant image charges

Tours and Lectures

Tours of behind the scenes and spotlight collections

Minimum charge £80 for a group of 10 people. Additional people charged at £8 per head up to a maximum of 15. Tours last approximately one hour.

A non-refundable deposit of £40 plus a completed booking form **must** be returned at least 2 weeks in advance of the tour

Private tours are restricted to certain days and times, please contact collections@headstonemanor.org

Lectures (in person and/or online) – £100 plus expenses

Reproduction Fees:

Community Use: Community Website/Exhibition/Publications: £6.00 per image
 Non-commercial, personal use: £7.80 per image

Commercial Use

Use of Image	Reproduction - UK rights (per image .tiff) excluding VAT	Reproduction - world rights (per image .tiff) excluding VAT
Publication - front cover <i>Front cover / jacket (hard copy only)</i> <i>Front cover / jacket (digital only)</i> <i>Front cover / jacket (hard copy & digital)</i>	£70.60	£96
Publication - interior <i>Interior (hard copy only)</i> <i>Interior (digital only)</i> <i>Interior (hard copy & digital)</i>	£51.40	£70.60
Leaflets, brochures, posters, greeting cards, calendars, publicity material <i>Single edition, print and digital</i>	£51.40	£70.60
Presentations and internal reports <i>Single use license</i>	£51.40	£51.40
Advertising in newspapers and periodicals <i>1 year license</i>	£51.40	£51.40
Temporary Exhibitions (up to A1) <i>Single use license</i>	£51.40	£51.40
Temporary Exhibitions (A1-A0) <i>Single use license</i>	£70.60	£70.60
<i>Interior decoration of commercial premises (Price applies to use in one location - use in more than one location subject to discount)</i>		
<i>Up to A3</i>	£51.40	£51.40
<i>A2</i>	£96	£96
<i>A1</i>	£192	£192
<i>A0</i>	£385	£385
<i>Larger than A0</i>	Please contact us for a quote	Please contact us for a quote
Non-moving image material: TV - 5 year unlimited transmission (excluding video and DVD)	£385	£642
Non-moving image material: TV - 5 year Videos, DVDs and Films <i>5 year, 10 year, and Perpetuity licenses</i>	Starting at £130 (scalable, please contact us for quote)	Starting at £255 (scalable, please contact us for quote)
Web use <i>Single use license</i>	£48.00	£48.00

Please note:

These fees and charges are only applicable for services that can be undertaken in-house services but anything that requires third party services and will incur additional charges e.g. larger prints or large scale maps.

We can post material out to you but this is calculated on top of the above prices in line with Royal Mail prices.

Community use includes Not for Profit Organisations, not necessary in Harrow.

For moving images licenses, contact the London Film Screen Archives

For prints contact Borough Photos

You may bring your own USBs to transfer the file as we do not supply them.

10% discount for Harrow Library Card Holders