



**The Glamorgan-Gwent Archaeological Trust Ltd**  
**Historic Environment Record**  
**Cost Recovery Fees**

**Version:** 3

**Date:** January 2017

**Review due:** January 2019

**Description:** This document outlines the service charges and facility fees that apply to Historic Environment Record enquiries.

**Source:** The document *GGAT HER Cost Recovery Fees* has been compiled by The Glamorgan Gwent Archaeological Trust Ltd on behalf of GGAT HER Charitable Trust. This document is based upon and contains information from *The Welsh Archaeological Trusts Regional Historic Environment Records Access and Charging Policy* (revised February 2017).



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### **The Glamorgan Gwent Archaeological Trust Ltd Cost Recovery**

The Glamorgan Gwent Archaeological Trust Ltd is non-profit making organisation; however users should normally expect to pay a reasonable charge to meet the costs of providing information. Charges will also be made to cover the costs of materials used.

- A standard HER enquiry will supply core and event information from the Historic Environment Record's digital database; however **considerable additional information is held within our paper records**. No additional charge will be made for a visit to the HER that relates to the original enquiry outlined on the enquiry form.
- There will normally be no charge for enquiries from academics, members of the public and recognised archaeological and historical societies;<sup>1</sup> service of these enquiries is supported by limited grant-funding. However, a charge will be made to cover costs if the enquirer requests material over and above the basic search, for example copies of photographs, reports or paper documents.
- Enquiries from bodies or individuals undertaking work on a commercial basis, or on a project for which they are in receipt of a grant, will incur a service charge. This charge is levied to cover the cost of staff time to conduct the enquiry as requested on the HER Enquiry form.

#### **Service Charge**

- The basic charging rate for the provision of information from the HER is £100 + VAT per hour or any portion of an hour. The minimum fee will be £100 + VAT. Results will be provided within 5-7 working days.
- A priority charging rate for the provision of information from the HER is £130 + VAT per hour or any portion of an hour. The minimum fee will be £130 + VAT. Results will be provided within two working days.
- **This service is subject to availability at the time of the request.**

For the following services **VAT, where applicable, will be added at the current rate.**

#### **Individual Sheet Photocopying and Printing**

- |  |       |
|--|-------|
| • A4 Sheets (black-and white), per sheet | 40p   |
| • A4 Sheets (colour), per sheet          | £1.00 |

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<sup>1</sup> Except where the enquiry relates to a project that the enquirer has been funded to deliver.

• A3 Sheets (black and white), per sheet	60p
• A3 Sheets (colour), per sheet	£1.50

#### Report Reproduction

Many of the 'grey literature' reports in the HER are now available online as PDFs on Archwilio, where they can be downloaded for free. Customers who wish to obtain copies of reports that are not yet online should contact the HER to discover whether it will be possible to supply a PDF. We can also supply printed copies to those customers who are unable to deal with digital material. As these are produced to order, prices will depend on the number of pages with appropriate adjustments for the proportion of black-and-white pages to colour pages (see rates for photocopying and printing). Customers should contact HER staff to discuss their requirements.

In cases where the GGAT HER Charitable Trust is not authorised to make copies of reports, HER staff are usually able to direct enquirers to the appropriate copyright holder.

#### Provision of Copies of Images— digital/non-digital source

Images on Archwilio are available free, for research purposes only; see terms and conditions. The HER also holds a wide selection of other images which can be ordered by customers.

Other images, (costs for a maximum of 5 images):

- Existing Digital Image sent via email £1.00
- New scans sent via email £10.00

The following charges will be added to the rates above for production of hard copy images:

- A4 Black-and-white print on white matt photocopy paper (80gsm) 40p
- A4 colour print on white matt photocopy paper (80gsm) £1.00
- A4 Black-and-white print on white silk finish laser printer (100gsm) £1.00
- A4 Colour print on white silk finish laser printer paper (100gsm) £2.00

Customers who wish to use images from the HER (including those available on Archwilio) in their own publications must obtain a licence.

#### Reproduction fees (subject to licence conditions)

An additional fee is payable to reproduce images online or in print (per image).

- Reproduction online £5
- Reproduction in book, periodical, newspaper or other print medium £20
- Reproduction in television programme £20

#### Postage and Packaging (UK 2nd class rates)

- Will vary according to weight and materials used. An estimate can be provided when the order is placed
- If digital data is supplied on CD, an additional charge of £5 will be made per CD.

Payment terms

- There is a minimum charge of £5 for all goods and services (other than photocopying or printing paid for in cash by visitors to the HER) to cover administration costs.
- Payment or a purchase order must be received prior to the goods being sent out.
- Payment should be made within 30 days of invoice date. Cheques should be made payable to the **Glamorgan-Gwent Archaeological Trust**
- Payment in a currency other than sterling will be subject to a £10.00 surcharge.

**Copying is subject to copyright ownership and in some cases a copyright holder will need to be consulted before material can be released.**

**For further information on copyright, please see our HER enquiry form.**