

## Tower Hamlets Local History Library and Archives Charges from April 2016 – March 2017

### 1 Digitisation (for images up to A4 size only)

Type	Standard Rate (£)	Residents' Discount Rate * (£)
300dpi and less	5	2.50
Over 300dpi	10	5
Burning to cd	2	
Use of personal digital camera	£5 per day * *for personal use only; all self-service photography is subject to signed copyright disclaimer	

### 2 Printing and Photocopying Fees and Charges (per page)

Type of Copy	Cost to in-house users	Cost to remote users (excluding postage and packaging)
A4 black and white photocopy	10p	20p
A3 black and white photocopy	20p	40p
A4 colour photocopy	£1	£2
A3 colour photocopy	£2	£4
A4 black and white PC printout	10p	N/A
A3 black and white PC printout	20p	N/A
A4 colour PC printout	26p	N/A
A3 colour PC printout	40p	N/A
A4 microfilm printout	35p	70p
A3 microfilm printout	45p	90p

### 3 Reproduction Fees and Charges (per image)

Purpose	Standard Rate (£)	Residents' Discount Rate * (£)
Film/TV (UK)	100	50
Film/TV (World)	200	200
Websites (including free-to-view web-only films, and free-to-download smartphone apps)	25	12.50
Commercial smartphone apps	300	150
Exhibition/ non-commercial public display	50	25
Merchandise, advertising, art/design products, other commercial use	100	50
Print media and e-books (UK)	50	15
Print media and e-books (World)	100	30

#### \* Discount eligibility

The Residents' Discount rate for digitisation and reproduction applies to residents of Tower Hamlets and charities and not-for-profit groups based within the borough.

At the discretion of the Borough Archivist, a discount on the standard rate not exceeding the Residents' Discount may be possible for charities, small presses and not-for-profit organisations based outside of the borough.

### 4 Room hire

£50 per hour charge for hire of Exhibition Hall (capacity 150 standing).

£25 per hour charge for hire of Education Room (capacity 60 seated).

There is a 50% discounted rate on room hire charges for charities, community and voluntary groups in Tower Hamlets. Catering options may be available.

To discuss room hire, please speak to a member of staff or email

[localhistory@towerhamlets.gov.uk](mailto:localhistory@towerhamlets.gov.uk)