

All fees and charges are inclusive of 20 % VAT

1 SEARCHROOM PHOTOGRAPHY

1 day permit	£5.00
5 visit permit (valid for 5 non-consecutive visits for 6 months from date of purchase)	£10.00
Annual permit	£50.00

2 WEST RIDING REGISTRY OF DEEDS ORDERS

2.1 Legal Enquiries / Express Service

Deed / Index Search	£60.00
Certified Deed Copy (plans supplied in colour)	£70.00

2.2 Family/Local History Research

Initial Half Hour search	£22.00
Research per hour- following initial search (on consultation with WYHC staff)	£42.00
Deed Copy (plans not included)	£11.00
Deed Office Copy (plans supplied in black and white)	£46.00

3 REPROGRAPHICS

3.1 Digital Copies (excluding legal deeds, tithe maps, bulk orders)

Set-Up/Handling Fee (price per order)	£5.50
Digital colour image supplied at 200dpi PDF file ¹ (price per image)	£2.30

¹ Higher resolution images can be supplied upon request.

3.2 Paper Copies (excluding legal deeds, tithe maps, bulk orders)

Set-Up/Handling Fee (price per order, postage included)	£6.00
A4/A3 Black and white paper copy (price per image)	£1.00
A4/A3 Colour paper copy (price per image)	£2.00
A4 print from PC - Ancestry website (price per page)	
B&W print	£0.20
Colour print	£0.30
Certification (price per document payable in addition to cost of copy)	£11.00

3.3 Bulk Orders

Additional fees are payable if your copy order is a bulk order. Please consult staff for a quotation.

A non-refundable fee for providing an estimate of the copying charge for bulk orders	£10.00
Set up/handling fee for all copy orders of 30+ copies	£25.00
Set up/handling fee for all copy orders of 60+ copies	£40.00
Set up/handling fee for all copy orders of 100+ copies	£55.00
Set up/handling fee for all copy orders of over 100 copies for every additional 100 copies	£25.00

3.4 Wills

	Price per document
Probate documents (wills, letters of administration etc.) Nb. pre 1858 held at WYAS Leeds 1858-1941 held at WYAS Wakefield	£10.00
Leeds Marriage Bonds and Allegations copies	£10.00
Leeds Ordination Papers copies	£15.00

4 REMOTE RESEARCH SERVICE

Please consult with archive service staff for assistance in choosing what length of search meets your needs.	
A 30 minute search for those unable to visit the archive service in person	£22.00
A 1 hour search for those unable to visit the archive service in person	£42.00

5 PUBLISHING AND REUSE

Commercial use: where a charge will be made to access, view or purchase the publication, even if it does not cover the costs of production.

Non-commercial: where no charge is made to access, view or receive the publication.

Type of Publication	Definition	Fee per image
Non-commercial educational use	e.g. use in VLEs, in teaching sessions in the classroom, one off talks (e.g. to schools, local groups of interest), in dissertations and other coursework produced by students.	No charge, must acknowledge source
Online/internet publication: non-commercial	e.g. Blogs, informational sites, social media	No charge, must acknowledge source
Online/internet publication: commercial – up to 40 images	Require fee, subscription or membership to access	£10
Online/internet publication: commercial – large scale commercial digitisation	Require fee, subscription or membership to access	Please contact archives@wyjs.org.uk for further information on licensing agreements
Books/CD ROM: non-commercial up to 2000 print run or pressing		No charge, must acknowledge source
Books/CD ROM: non-commercial over 2000 print run or pressing		£5.50
Books/CD ROM: commercial up to 200 print run or pressing		No charge, must acknowledge source
Book/CD ROM: commercial over 200 up to 1000 print run or pressing		£5.50
Book/CD ROM: commercial over 1000 print run or pressing		£50
Magazine (inc. digital editions)		£5.50
Subscription or Academic Journal (inc. digital editions)		£5.50
Newspaper (inc. digital/web editions) – Local/Regional		No charge, must acknowledge source
Newspaper (inc. digital/web editions) – National		£10

Exhibition: non-commercial	Free access to exhibition	No charge, must acknowledge source
Exhibition: commercial (fee or membership required to access exhibition)	Duration of exhibition: Up to 1 week	£10 per image/document
Exhibition: commercial (fee or membership required to access exhibition)	Duration of exhibition: Up to 1 year	£50 per image/document
Exhibition: commercial (fee or membership required to access exhibition)	In perpetuity	£250 per image/document
TV/Film/Broadcast: UK/Europe only	Including terrestrial/cable/satellite broadcast Non-exclusive	£250 per image/document
TV/Film/Broadcast: Worldwide	Including terrestrial/cable/satellite broadcast Non-exclusive	£350 per image/document

6 MERCHANDISING AND LICENSING

Commercial use: where a charge will be made to purchase the product displaying the image, even if it does not cover the costs of production.

Non-commercial: where no charge is made to obtain the product on which the image is displayed (e.g. a tote bag given away free of charge).

Non-commercial merchandising/image use licensing

Number of units	Length of licence	Cost
5000 or less	Up to 5 years	10p per unit

Commercial merchandising/image use licensing

Number of units	Length of licence	Cost
500 or less	1 year	£616.00
	5 years	£1005.00
	Over 5 years	On request
1000 or less	1 year	£641.00
	5 years	£1044.00
	Over 5 years	On request
5000 or less	1 year	£754.00
	5 years	£1230.00
	Over 5 years	On request
Over 5000		On request

7 GROUP VISITS / TALKS

7.1 West Yorkshire Archive Service: Wakefield (West Yorkshire History Centre)

	Price per visit
Introductory visit during office hours: up to 25 people	£65.00
Introductory visit during office hours: 25-40 people	£97.50
Introductory visit: Out of hours	£130.00
Specialist group visit during office hours: up to 25 people	£85.00
Specialist group visit during office hours: 25-40 people	£127.50
Specialist group visit: Out of hours	£170.00
School workshop	£62.00

7.2 West Yorkshire Archive Service: Bradford, Calderdale, Kirklees or Leeds

Available during office hours only

	Price per visit
Introductory group visit	£65.00
Specialist group visit	£85.00

7.3 Off-Site Talks

	Price per talk
Talk (up to 2 hours) during office hours	£85.00
Talk (up to 2 hours) outside office hours	£120.00
Specially designed talk	Price on application

8 FILMING

(See also section 5 Publishing & Reuse)	
	Price per hour/part hour
Commercial filming at offices during office hours	£60.00
Commercial filming at offices outside normal office hours	£100.00
Archive staff to accompany documents off site	£50.00 + travel expenses

9 OTHER SERVICES

Conservation: New External Customer Contract (price per hour)	£47.00
Consultancy: Half Day	£265.00
Consultancy: Full Day	£545.00

Commercial Records Management storage	Prices on request
Room Hire: West Yorkshire History Centre	Prices on request
Training: Half Day delivery	£175.00
Training: Full Day delivery	£350.00