

Local Studies charges from April 2012

1.	PHOTOCOPYING & PRINTING	Per page
	Self-Service Photocopying These charges include VAT at the standard rate. A4 A3	10p 20p
	Self-Service Printing These charges include VAT at the standard rate. A4 (Black & white) A4 (Colour)	15p 30p
	Serviced Photocopying & Printing These charges include VAT at the standard rate. Subject to copyright. A4 (Black & white) A4 (Colour) A3 Service charge on each transaction of up to 25 Copies (in addition to the charges per page) Postage and packing will be added if required.	15p 30p 20p Service Charge £4.00
2.	RESEARCH	
	These charges include VAT at the standard rate. Local studies - Free service - information about the kinds of material in the collection, whether material on particular people, places and topics is held, whether a particular item is held, and where to look for sources beyond the collection. There is a fee-based research service for local studies and genealogical enquiries received from customers by letter, telephone, fax and e-mail. The all-in-one charge includes searching resources held in the Library, any photocopies and prints, and postage.	£20.00 per hour £10.00 per half hour Minimum charge £10.00
3.	PRINTING FROM GEOGRAPHIC INFORMATION SYSTEM (Serviced)	
	Per image created	£1.00
	Per A4 print (colour)	30p per sheet
4.	PRINTING FROM MICROFILM	
	Printing from Microform (Self Service)	

	(Printing from fiche only is currently available on a self-service basis.)	
	A4 print	50p per sheet
	A3 print	£1.00 per sheet
	Printing from Microform (Serviced)	
	These charges include VAT at the standard rate.	
	A4 copies	50p per sheet + £2.00 per film handling charge
	A3 copies	£1.00 per sheet + £2.00 per film handling charge
5.	PHOTOGRAPHIC COPYING	
	Photographic Copying (Serviced)	
	These charges include V.A.T at the standard rate.	
	Negatives	£12.00 each
	Prints 6" x 4"	£10.00 each
	9" x 6"	£15.00 each
	12" x 8"	£17.00 each
	16" x 10"	£19.00 each
	20" x 13"	£26.00 each
	35 mm Slides - up to 10	£5.00 each
	Additional Slides on the same order	£3.00 each
	Subject to copyright. Postage and packing will be added if required.	
6.	LOCAL ILLUSTRATIONS COPYING	
	Electronic (by email)	£3.00 per image
	Printed - glossy photographic paper	£5.00 per image
	Postage & packing (Collection is free)	£1.00
7.	CHARGES FOR THE PUBLICATION OF ILLUSTRATIONS	
	By negotiation with the Local Studies Specialist. The fee includes VAT at the standard rate.	
	<p>Copyright</p> <p>Under the Copyright, Designs & Patents Act, 1988, the copyright on published illustrations subsists for the life of the artist or photographer plus 70 years. In the case of unpublished photographs, copyright subsists for the life of the photographer plus 50 years.</p> <p>Permission can be given for the copying of an illustration only where the illustration is out of copyright, or Reading Borough Libraries owns the copyright, or where Reading Borough Libraries has a pre-existing agreement with the copyright owner that the illustration may be copied for the purposes of private research and study.</p> <p>Where Reading Borough Libraries is unable to give permission, it will not allow copying unless either (a) the customer wanting the copy has written permission from the copyright owner for Reading Borough Libraries to make copies, or have copies made, for supply to the customer, or (b) the customer wanting the copy can supply written proof that they have taken all reasonable steps to contact the copyright owner and that they have failed.</p>	

	<p>Publication</p> <p>A reproduction fee is payable where the copied illustration is to be published, broadcast, or displayed in an area to which the public has access. The fee is in addition to any fees for copying illustrations. It is not payable if the illustrations are for private use or enjoyment.</p>
	<p>Acknowledgement</p> <p>Wherever possible, Reading Borough Libraries should be acknowledged as the source of the illustration.</p>
	<p>Copies of Publications in Lieu of Payment</p> <p>If the illustrations to be copied are to be published in print, on film, on video, CD-ROM or DVD, if Reading Borough Libraries is interested in obtaining copies of the publication, it may waive the reproduction fee in exchange for a copy or copies of the publication.</p>
	<p>Levels of Charging</p> <p>To firms and corporations using illustrations in books, magazines, calendars, advertising, television programmes, videos, CD-ROMS or DVDs, with the intention of making a profit or as part of their normal business activities, the charge is £50. To individuals and societies using illustrations for non-profit making purposes, the charge is £6.</p> <p>These charges may be reduced or waived if Reading Public Libraries will derive good publicity, or if we wish to obtain the end product for the Library stock and are offered goods in lieu of payment.</p>