

PUBLIC NOTICE

NATIONAL LIBRARY & ARCHIVE SERVICES

The Library & Archive Service makes a charge for providing photocopies and computer printouts in the Manx Museum Reading Room and the iMuseum.

This includes providing digital copies of images of photographs and archival documents such as wills, registered deeds, parish registers etc. These are usually produced by the use of digital scanners and occasionally, for larger or more fragile originals, by the use of a digital camera.

Such copies are provided to visitors to the Reading Room but also sent by email to our virtual visitors worldwide. The charges made for this service reflect the staff time involved in sourcing the original documents and scanning or digital photography.

The service also charges reproduction fees for commercial use of images, sound archives and film footage by publishers, broadcasters and other organisations. Discounts will be considered for requests for the use of bulk quantities of images within a single publication.

Occasionally we are also asked to supply photo quality reproductions of images for framing or other display. These charges relate to work undertaken by the Manx National Heritage photographer and may also involve the use of commercial photographic reproduction companies.

The charges to be applied from January 1st 2014 – 31st December 2015 are contained within this leaflet. Please ask if you are uncertain as to which charges apply in your case.



Charges for Advocates

Production of Documents for Advocates clerks:

Changes to these charges are made by Govt order and are applied accordingly

£2.50 – Deeds & Wills (based on Statutory Document No: 0046/2013)

£2.80 – Company Files (based on 2008 Order)

Photocopying for Advocates' clerks of Deeds, Wills, Company Files held as part of registry holdings (based on Statutory Document No: 0046/2013)

Changes to these charges are made by Govt order and are applied accordingly

A4: £0.30 A3: £1.20

Colour photocopy up to A3: £6.50

Photocopies / Print Outs	
<p>A4:</p> <p>£0.50 (mono) / £1.00 (col) – General</p> <p>£0.25 (mono) / £0.50 (col) – Student</p>	<p>A3:</p> <p>£0.80 (mono) / £1.60 (col) - General</p> <p>£0.40 (mono) / £0.80 (col) Student</p>
<p>Digital Images created by staff using Scanner or Camera or sourced from Master Files on the Digital Archive Server</p>	
<p>Reading Room:</p> <p>£5 per image</p>	<p>By Email:</p> <p>Minimum charge of £15 for up to 3 images</p> <p>Thereafter £5 per image</p>

Reproduction Fees

Images (Manx):

Newspapers / Books / Journals / TV & Film:

£50 + VAT

Academic / Charitable / NfP - £25

Book Jackets / Magazine Covers:

Manx Commercial: £100 + VAT

Manx Academic/ Charitable / NfP: £50

Greetings Cards / Calendars etc:

Manx Commercial: £150 + VAT

Manx Academic / Charitable / NfP: £75

Images (UK):

Newspapers / Books / Journals / TV & Film:

£80 + VAT

Academic / Charitable / NfP - £40

Book Jackets / Magazine Covers:

UK Commercial: £180 + VAT

UK Academic / Charitable / NfP: £90

Greetings Cards / Calendars etc:

UK Commercial: £300 + VAT

UK Academic / Charitable / NfP: £150

Moving Image:

**£100 + VAT per second for "Entertainment" productions
(minimum £500 + VAT)**

**£50 + VAT per second for "Documentary" productions
(minimum £250 + VAT)**

Website:

Image Use Commercial:

£100 + VAT

Image Use Academic Charitable / NfP:

£50

Moving Image Commercial:

£100 + VAT per second (minimum £500 + VAT)

Moving Image Academic Charitable / NfP:

£50 per second (minimum £250 + VAT)

MNH Original Photography & Audio / Video Production

Origination:

Estimate given on request

Location & Studio Time:

£55 per hour

Image Manipulation:

£35 per hour

National Collection Paintings:

£100 per image

Watercolour / Prints:

£50 per image

Digital Photography @ 300dpi (A4/A5):

£25 per image

Digital Prints (on photographic paper):

A4 (from existing): £20 Comm/ £12 Gen / £8 Student

A3 (from existing): £40 Comm/ £26 Gen / £12 Student

*A4 (new scan): £40 Comm/ £26 Gen / £12 Student

*A3 (new scan): £80 Comm/ £40 Gen / £20 Student

Video / Film / Sound Footage:

Commercial Cost + 100% (Commercial)

Commercial Cost + 50% (General)

Commercial Cost + 25% (Student)