

Fees and Charges in the Historical and Legal Search Rooms

Legal fees

Legal inspection fee including copies	£6* per production *pending rise to £8 via Statutory Instrument	
Legal enquiries (by email or post)	£10 per enquiry	Non-refundable.
Copy extracts	£10* per production *pending rise to £15 via Statutory Instrument	Includes inspection fee and copies.
Premium service	An additional fee of £30 per production in addition to the standard copy fee	
Copies from RD15, RD16, C2 and SIG files.	£15 per production	This covers additional handling costs.
Legal plans (DPs and PWs)	£15 per plan	Colour copies.

Copy orders (Search Room Requests)

A3 or A4 paper copies from original documents.	50p per page	£2.50 minimum charge (per production).
Colour A3 prints from Virtual volumes, OPAC and Solemn database	50p per page	Self service, charged at till.
Copy of digital images on CD or Memory Stick from original documents and Virtual Volumes.	£5 plus 50p per image	These will not be supplied immediately, but through our Digital Imaging Unit.

Estimates (Postal and email requests)

Charge for preparation of estimate	Non-refundable charge of £15 per estimate which can be deducted from cost of copies	Maximum of 5 items allowed per estimate. £2.50 minimum charge (per production).
A3 or A4 paper copies from original documents and Virtual Volumes for personal research	50p per page	£15 minimum charge per order.
Copy of digital images on CD or memory stick from original documents and Virtual Volumes for personal research	£6 plus 50p per image.	£15 minimum charge per order.

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Postal charges

Postal Charges to be applied to all orders (sent by Royal Mail)	To UK Addresses	To European Addresses (airmail)	To other Worldwide addresses (airmail)
Per 50 pages (or multiples thereof) NRS will determine best form of packaging to use	£2	£3	£5

Pagination charge

Pagination charge	£40 per hour	
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Conservation charges

Relaxing parchment and vellum	£40 per production	
Charge for conservation work.	£40 per hour	

Postal and email requests for copies of Maps and Plans (RHPs)

Orders for up to 5 individual plan reference numbers may be made in any one request.
There is a £15 minimum charge per order.

Paper copies of Maps and Plans – postal and email requests

Paper copies up to A3 size captured from original plans or <i>Virtual Volumes</i>	50p per plan sheet*	£2.50 minimum charge for each plan reference number ordered.
Paper copies up to A2 size captured from original plans	£10 per plan sheet	
Paper copies up to A1 size captured from original plans	£15 per plan sheet	
Paper copies up to A0 size captured from original plans	£20 per plan sheet	
Paper copies of plans larger than A0 size captured from original plans	£25 per plan sheet	

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Digital copies of Maps and Plans – postal and email requests

Digital images of maps and plans taken from existing digital images on Virtual Volumes	50p per image	There is a £6 charge for the memory stick/DVD on which the images are supplied.
Digital images taken from original maps and plans	from £2.50 per plan*	There is a £6 charge for the memory stick/DVD on which the images are supplied.

*A £2.50 minimum charge applies to each plan reference number ordered. Where a single plan is digitised as multiple images then each additional image/sheet will be charged at 50p.

Postal charges, conservation work, and pagination fees (where appropriate) are as listed above.

Notes

1	The cost of an order or estimate will include all added services, that is postage and packaging, pagination, conservation and parchment handling.
2	National Records of Scotland (NRS) will use its discretion when determining the method used to supply digital images, for example CDs, DVDs or memory sticks.
3	The NRS Digital Imaging Unit (DIU) does not provide copies on photographic quality material. When approved by Conservation a digital image can be supplied for printing by a photographic agency. A letter can be provided to show that copyright will not be infringed.
4	Images will be supplied as jpegs. If tiff images are required the following charge will apply: £15 per tiff image.
5	Customers can order estimates for a maximum of 5 productions. Follow-on estimates will only be prepared when the first estimate has been paid, copied and dispatched. Discretion may be allowed in situations which have tight deadlines, for example submission of a thesis.
6	Requests can be submitted to DIU for two open pages (i.e. left and right) on a single image or paper print. Charges are applied per printed page or image.
7	Copies of photographs (where imaging has been approved by Conservation) can be supplied as digital images or on normal (80gms) paper.
8	We aim to produce digital copy orders, or orders for more than 50 pages of paper copies, within 30 working days of payment.
9	Supply of images for commercial research and/or reproduction, broadcast, publication or display attracts separate charges, which can be supplied on request.