

# Fees and Charges In the National Records of Scotland

## 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 cover 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.	£3 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.	£3 plus 50p per image.	£15 minimum charge per order

## 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	£30 per production	
Charge for conservation work.	£40 per hour	

### Paper copies of Register House Plans

Plans up to A3 (Captured from original or Virtual volumes)	50p per plan	£2.50 per order minimum charge.
Plans up to A2	£10 per plan	
Plans up to A1	£15 per plan	
Plans up to A0	£20 per plan	
Plans larger than A0	£25 per plan	

### Digital images from Register House Plans

Images of plans from Virtual Volumes	£3 + 50p per image	
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### Notes

1	The cost of an order or estimate must 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	Scanned images can be supplied as either jpeg or tiff at no extra charge; however digital images from Virtual Volumes will always be jpeg.
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 despatched. 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 attract separate charges, which can be supplied on request.

22 December 2011