

# DUNDEE CITY ARCHIVES CHARGES

Dundee City Archives reserves the right to refuse any copy requests where the risk of damage to the document is high.

Please note VAT is inclusive.

## Basic reprography charges (up to A3):

	£
Digitised colour image (JPEG or TIFF - up to A3) from flatbed scanner or digital camera	10.50
Standard resolution black and white image	0.75
Use of personal digital camera in the searchroom	0.00

## Supply of images (up to A3):

By email or as download from online server	3.25
Black and white print on A4 or A3 paper (per page)	0.25
Colour print on A4 or A3 (per page)	0.75
Postage and handling (for paper copies)	4.50
On CD or DVD, per disc (including postage)	8.50

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## Large, outsized documents e.g. Ship Plans (up to A0\*):

Digital image	47.50
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\*Please note that some larger documents may require more than one scan.

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## Publication Rights (additional to above charges):

<b>Non Commercial use</b>	Free
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The following are examples of re-uses that are considered non-commercial:

- Use in or for exhibitions, shows, events, or similar, including those that are charged-for or advertising-supported, with a projected or planned attendance or capacity of 500 or fewer people in one year
- Use in or for websites and e-publications that are not charged-for, advertising-supported, or intended for business or commercial promotion.
- Use in or for books, leaflets, journals, periodicals, magazines and newspapers, including those that are charged-for or advertising-supported, with a total print or production run of 500 or fewer copies (in all media) over five years
- Use in or for products and merchandising that are charged-for or advertising-supported with a total print or production run of 100 or fewer copies (in all media) over 5 years
- Use in or for films (other than broadcasts and television shows) that are not charged-for, advertising-supported, or intended for business or commercial promotion.
- Use in or for classroom instruction, virtual learning environments, educational courses (whether in person or remote), educational projects, and theses.

**Please note that agreement for non-commercial use will still be conditional on receipt of a signed and completed re-use licence**

## **Commercial Use**

### **Exhibitions/Shows/Events**

Projected or planned attendance or capacity of more than 500 people in one year 35.50

### **Websites/E-publications**

35.50

### **Books/leaflets**

Print run of more than 500 and less than 5,000 40.00

Print run of more than 5,000 77.00

### **Journals/Periodicals**

Print run of more than 500 and less than 20,000 117.50

Print run of more than 20,000 235.00

### **Magazines/Newspapers**

Print run of more than 500 and less than 20,000 155.00

Print run of more than 20,000 280.00

### **Merchandising - Greetings Cards/Postcards/Calendars/CDs/Sleeves/Inserts, etc.**

Print run of more than 100 and less than 20,000 157.00

Print run of more than 20,000 235.00

### **Films**

Limited/Regional Screening 160.00

National/International Use 395.00

### **Television Shows/Broadcast**

Limited/Regional Screening 160.00

National/International Use 395.00