



Southwark Diocesan Archive Archive Charges

Access to, and consultation of, material in the Southwark Diocesan Archives is free of charge. However, researchers are encouraged to consider making a donation to the Diocese if they wish. In using certain services charges will be made as outlined below.

Enquiries

The Archivist is happy to respond to simple email, postal or phone enquiries, free of charge. In the case where an enquiry takes some time to respond to, the enquirer will be invited to make a donation to the Diocese in recognition of time spent on the enquiry. Please note that it is not possible for the Archivist to undertake detailed research on behalf of enquirers. Where more detailed research is required, enquirers are invited to visit the archive or to make their own arrangements to carry out the research. Please allow five working days for a response to enquiries.

Copying

All items held by the Archive are subject to copyright law. Researchers must complete a copyright declaration form and agree to our terms and conditions before obtaining copies.

Self-service photography

Researchers are usually welcome, having obtained the Archivist's permission, to take photographs (without a flash) of the records for their own research purposes. There is no charge for this service, however, researchers are welcome to make a donation to the Diocese if they wish.

Photocopies

For preservation reasons, it may not be possible to photocopy documents from the Archive. The Archivist will make the decision as to whether a document can be photocopied. There is no self-service photocopier. Please see the charges in the table below.

Digital images

The Archive can supply digital images, either scans (if a document can be scanned without damage) or digital photographs. Please note that these images are intended to be for study and are not of publication quality. Please see the charges in the table below.

Publishing

Images of items in the Archive may be published with the approval of the Archivist and on the payment of the fee. To apply for permission to publish an image, a Permission to Publish form should be completed and returned to the Archivist. A publication charge will be levied depending on what sort of work the image will be reproduced in. Please see charges below.

Table of charges

Service	Fee
<i>Self-service photography</i>	Free of charge Donations welcome
<i>Photocopies (A4) – up to 5 images</i>	Free of charge Donations welcome
<i>Photocopies (A4) – additional images</i>	20p per image
<i>Photocopies (A3)</i>	50p per image
<i>Digital image (scan or photograph) – up to 5 images</i>	Free of charge Donations welcome
<i>Digital image (scan or photograph) – additional images</i>	£1 per image
<i>Postage</i>	£1.50 (UK) £4.00 (Europe) £5.00 (rest of the world) Please note that large orders may incur extra postage costs
<i>Publishing - academic/ non-profit making works</i>	Guide price: Up to £30 per image This will be decided on a case by case basis
<i>Publishing - commercial works</i>	Guide price: £60 per image For works which will make a large profit, a higher fee may be charged