



Photocopying and digital reproduction/scanning charges for users of UEA Archives and Special Collections

How UEA Archives photocopying service works:

Reproductions can be supplied on receipt of a completed declaration form and subject to physical condition, copyright restrictions, and the terms of the archive deposit.

Photocopying is carried out by Archives staff who will either:

- mail the items to the reader (usual procedure)
- provide photocopies on the day (if workload and staffing allow)

Indicate the documents you want photocopied by using stick-a-notes, placing items at right angles in the file, and the files kept out on top of the box.

Payment:

- In cash at Archives Reception (change can be obtained from coin exchange on Floor 0); where requested a receipt is issued.
- In response to the receipt of an invoice. (Appropriate where copies are mailed or payment is made remotely).

Charges

- £10 minimum for all instances where an invoice is raised. This applies to all remote requests and to any payments collected remotely.
- 10p per A4. 20p per A3.
- VAT is charged for all non-UEA readers (excluding Associate College staff for use in teaching).
- Flat rate of £1.50 for postage and packing for national Large Letter postings (up to 100 photocopies)
- Flat rate of £2 for postage and packing for national Packets.
- Exceptional items, whether local or overseas, are weighed and costed separately.
- Postage for overseas readers according to weight of package and destination.

Keeping a record - It is a good idea to make a list of what you request (ref numbers or file and document title). In the event of the photocopies going astray in the post you will know what you selected.

How the digital reproduction/scanning service works:

Reproductions can be supplied on receipt of a completed declaration form and subject to physical condition, copyright restrictions, and the terms of the archive deposit.

Scanning is carried out by Archives staff who will either:

- e-mail a scanned image or document to the reader
- provide the image or document on a CD

Indicate the documents you want digitally copied by using stick-a-notes, placing items at right angles in the file, and the files kept out on top of the box.

Payment:

- In cash at Archives Reception (change can be obtained from coin exchange on Floor 0); where requested a receipt is issued.
- In response to the receipt of an invoice. (Appropriate where digital reproductions are mailed or payment is made remotely).

Charges

- £10 minimum for all instances where an invoice is raised. This applies to all remote requests and to any payments collected remotely.
- 50p per digital scan (jpg).
- 10p per page for quick scan to pdf.
- 30p per CD-R.
- £1 per CD-RW.

- VAT is charged for all non-UEA readers (excluding Associate College staff for use in teaching).
- Flat rate of £1.50 for postage and packing of CDs.
- Postage for overseas readers according to weight of package and destination.

How much can I request? For all archive collections an upper limit of 100 photocopies/scans per user/request is normally applied. A visit to the Archives is usually recommended for anything in excess of this amount. This ensures that only appropriate and relevant material is copied.

Additional information concerning invoices

- £10 minimum for all instances where an invoice is raised. This applies to all remote requests and to any payments collected remotely.
- The requestor will need to specify the name of the invoicee accepting the charge, a postal address and email address.
- Invoices are usually sent after the photocopies or digital copies are mailed or e-mailed.
- Requestors are asked not to pay before having received the invoice as they will need to quote the invoice number when paying by credit/debit card or bank transfer.
- Instructions for payment options (credit/debit card or bank transfer) will accompany the invoice.