

Charges for Copying Service

Prices from July 2025. All charges include VAT.

Self-service photograph day pass

If you have a place booked in the Archives search room, you can purchase a one day self-service photography pass before you visit so you can take unlimited photographs on your visit with your own camera or camera phone.

If you have booked a microfilm session, this pass will also allow you to save copies of microfilm records to your memory stick. Please note, access to our microfilm copy machine will be shared with other searchroom users, so you may not have dedicated access to this machine for your entire visit.

Self-service photography day pass	
Self-service photography day pass	£10 per day

High Resolution Digital Scans

We are able to provide high resolution copies of the records we look after. Please note, not all records can be copied due to fragility and size. We will try to provide a suitable copy whilst considering the need to preserve the original for the future. Copyright law may, on occasion, prevent us from supplying a copy.

Your scan will be provided as a digital file. Our default format is a high resolution jpeg, but tiff format files can be provided on request for the same price. Some of our scanners will also allow a higher DPI than our standard settings (400 DPI), please contact us if you require this. Slides and negatives are scanned at 3000 DPI.

High Resolution Digital Scans	
Standard	£13 per page or sheet
Oversized	£25 per sheet (max 1.5m length)
Oversized documents of length over 1.5m	£25 per extra 1.5m length
Digital Archive Documents (archive documents where the original is a pdf text document, a digital photograph, a digital sound file, or a digital video file)	£13 per digital file
Microfilm page copies (please note, due to the quality of microfilm originals, our microfilm copies are not of a very high quality, please ask if you have further questions about this)	£7 per page

Pre-scan flattening / conservation

Where an item is not suitable for scanning due to fragility, or is folded in such a way it would not produce a clear high quality scan, we will not be able to offer our copy service.

However, sometimes it is possible for us to ask our conservation team to flatten or conserve an item prior to scanning. In these cases there will be an additional charge.

Pre-scan Flattening / Conservation	
Per half hour of conservation staff time	£20

Certification Copies

A certified copy is a signed copy of the original entry in a document. Certified copies are usually requested for legal purposes.

If you require Tyne and Wear Archives to certify a document as a true and accurate copy of an original entry in a document in our collections, we can provide this for an additional cost of £5. Please note this will be in addition to the cost of the document digital scan itself.

Certification Copies	
Certification (Please note this will be in addition to the cost of the document digital scan itself)	£5 per document

Re-use Licensing Charges

If you wish to publish an image from any of our documents you will need to seek permission and acknowledge Tyne and Wear Archives as the source. Please note this will be in addition to the cost of the document digital scan itself.

Re-use of images is permitted where copyright permissions allow, or where you have received the permission of the copyright owner.

Re-use Licensing Charges	
Books, journals, magazines Limited print run/circulation (less than 1000)	£15 image (inside pages) £30 per image (front cover)
Books, journals, magazines Print run/circulation 1000 to 5000	£30 per image (inside pages) £60 per image (front cover)
Books, journals, magazines Print run/circulation 5000 to 25000	£60 per image (inside pages) £90 per image (front cover)
Books, journals, magazines Print run/circulation more than 25000	Price on application
Broadcast, all media, worldwide, 5 year licence	£150 per image
Broadcast, all media, worldwide, in perpetuity	£500 per image
Commercial website	Price on application
Commercial public exhibition Duration of less than 3 months	£30 per image
Commercial public exhibition Duration of more than 3 months	£60 per image