

## Tyne & Wear Archives Charging Policy

Tyne & Wear Archives (part of Tyne & Wear Archives & Museums (TWAM)) provides an archives service on behalf of the five local authorities of Gateshead, Newcastle upon Tyne, North Tyneside, South Tyneside and Sunderland, Newcastle City Council being the lead authority.

TWAM is one of the country's largest regional museum and archives services. It is funded by the five Tyne & Wear local authorities, by Grant-in-Aid from the Department for Culture, Media and Sport, through funding agreements to provide museum services to Newcastle University and the Ministry of Defence and, since 2003, has received funding via the Governments Renaissance Programme. TWAM also generates income which covers the cost of some activities and generates funding to support museum and archive activity. In 2011/12 a particular project has been agreed within the Renaissance Programme to increase income generation.

This Policy sets out those services which are provided as part of a free at point of delivery archives service, as part of TWAM's overall delivery of museums and archives services, and indicates where charges may or will be applied.

### **We do not charge for**

- looking after archive collections, cataloguing and conserving them as long as they remain in the Archives
- in person access to the Archives premises during normal opening hours
- in person on-site access to the archive collections
- giving information and advice to visitors
- giving general information about the archive collections in response to written or emailed enquiries
- using microform readers or computers
- using own laptop computer in the searchroom
- access to our online catalogue and indexes
- access to the internet in the searchroom<sup>1</sup>
- issuing a County Archive Research Network (CARN) ticket
- general enquiries from schools and resulting class visits

### **We do make a charge for:**

- providing copies from the archive and library collections
- providing certified copies of documents
- using a camera in the public searchroom
- carrying out research in collections on behalf of users
- records management services
- conservation work carried out on items that are not part of our collections
- school workshops advertised as part of the TWAM learning programme

<sup>1</sup> We reserve the right to make a charge for access to subscription or pay per view websites.

<sup>2</sup> We do not at present charge for talks or adult group visits but donations are always welcome.

**We may make a charge for:**

- conservation work required in order to copy a document
- using copies of documents from our archive collections in publications or for broadcasting. (This is managed by TWAM's Trading Team inline with all other publication requests).
- talks, workshops, group visits or other organised activities<sup>2</sup>
- extended work for an individual school

All charges are reviewed on a regular basis.

**Copying services**

Copying charges apply to original archival material of all formats and also to any printed or published books, pamphlets, journals or articles which we hold. TWAM can supply copies of our holdings on paper, on microfilm or digitally. Full details of our copying services and our current prices are set out at <http://www.twmuseums.org.uk/archives/copying/>.

**Research service**

TWAM provides a research service on behalf of users who are unable to or who do not wish to visit the Archives or Museums in person, or who wish to have access to information contained in records that are not generally open to the public. This service is provided in line with s21 of the Freedom of Information Act 2000. Further details of the research service are available at <http://www.twmuseums.org.uk/archives/researchservice/>

**Records Management Service**

We provide a records management service to the five local authorities who contribute to the service and to a range of public, voluntary and private sector clients. Charges are based on the costs of offering the service, and the service level requirements of the client and are individually agreed. Further details of the records management service can be found at <http://www.twmuseums.org.uk/archives/recordsmanagement/>

**Conservation Work**

Although not currently a regular part of our service we may from time to time offer the services of our professional conservators to carry out work for private individuals or organisations. Charges, based on the cost of carrying out the work, will be agreed between TWAM and the client.