



Archives and Local Studies Charges 2026/27

From 1st April 2026 the following charges will apply (all in £ and incl. VAT):

Research (subject to availability; max two hours)

Non-commercial, per hour (first half hour free)	22.00
Commercial, per hour (first half hour free)	44.00
Search Room supported research, per hour (first half hour free)	10.00
ScotlandsPeople Credit	0.50

Self-service photocopying

B/W A4	0.28 (discount 0.14)
B/W A3	0.33 (discount 0.16)
Colour A4	0.44 (discount 0.22)
Colour A3	0.54 (discount 0.27)

Discounted price from sheet 16+. Young Scots discount applies to b/w copies only.

Photocopying carried out by members of staff

B/W A4	0.60
B/W A3	0.70
Colour A4	0.90
Colour A3	1.60
Handling charge for postal orders + cost of postage	7.00

Original material will only be copied if the item is not put at risk by the process.

Computer print outs carried out by members of staff

Copy from scan B/W A4	0.85
Copy from scan Colour A4	1.60

Printing from PAC (self-service, includes printing from microfilm / -fiche)

B&W A4	0.28
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Scanning / digital image

Commercial	8.80
Non-commercial	4.40
YoungScot / Student	2.20

Additional charges may apply for higher resolution images.

Self-service photography

We permit self-service photography. Terms & conditions apply. Please ask a member of staff for our *Self Service Photography Terms of Use* and *Copying Service Order* forms.

Talks

Family history, local history and archives talks/presentations **39.00**

Use of images in publications incl. web publishing

Commercial **80.00**

Small-scale publication (and web publishing) **40.00**

Non-profit, educational or charitable publications **Free**

Cost of the image (scan or print) must also be added to all orders.

Price quoted is for 1-5 images provided. Same charge applies for every additional 1-5 images.