



## Churchill Archives Centre: price list

Please note that all prices quoted **exclude** VAT.

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### On-site copying

Use of personal cameras in the reading rooms **No charge**

Please note no tripods or use of flash are permitted.

The Churchill Papers hosted on [Churchill Archive Online](#) can be accessed on personal devices in our Reading Rooms, including download of images.

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### Remote copying: research copies

Copying from Archive collections via digital photography:

First hour of copying per month..... **No charge**

Thereafter..... **£25** per 30 minutes

The quantity of material that can be imaged within the free hour each month will vary by the state and complexity of the material. Orders that would take more than the free hour can be carried out across multiple months at no additional charge, although we will prioritise requests from new researchers and may curtail large requests during busy periods.

Where material has already been digitised, we will send it with no charge and not contributing to the 'first hour' time.

Audio-visual material:

Where material has already been digitised..... **No charge**

Where material can be digitised by the College..... **No charge**

Such digitisation may take up to three weeks.

Where material must be digitised by external contractors..... **Variable**

The policy of the Archives Centre is to ask researchers to contribute half the cost of such digitisation with external contractors. Orders above £100 will need to be discussed with the Director and will depend upon available budgets. Organisations and institutions will be expected to bear the full cost.

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**Remote copying: high resolution digital reproduction**

Items that can be copied in-house **£10** per existing image  
**£15** per new image

Items that must be imaged by external contractors **£25** per image  
*Where an external contractor is necessary due to item size or condition*

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Copies are provided digitally via SharePoint.

Customers should allow 10 working days for the delivery of high resolution images, calculated from the submission of their order form. We typically process research copies within two weeks of request submission, but this can be longer during busy periods.

**Churchill Archives Centre reserves the right to levy additional charges for complex reprographics orders, or orders which require further processing. This would be decided in negotiation with the client and the Director of the Archives Centre.**

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**Other charges/facilities offered by Churchill Archives Centre**

First hour of remote research in Archive holdings per month..... **No charge**

Thereafter..... **£25** per 30 minutes

Quick Handling/copyright administration charge from **£25.00**  
*Supplying materials in response to an urgent, short deadline. The charge may be doubled for very large or complex orders.*

Facility fee **£500** per half day  
*For use of customer's own photographer in a reserved room. Advance notice required.*

*These fees need to be approved in advance by senior staff of the Archives Centre, and these services should not be taken for granted*

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<p><b>Please note that Churchill College and Churchill Archives Centre do not accept American Express credit cards.</b></p>
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*Price list last reviewed and updated January 2024*