

Copying Services



Warwickshire County Record Office
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*Working for
Warwickshire*

Please note - copying may not always be possible due to the document's condition or copyright issues

If you wish to have copies made of items held in the collections at the County Record Office, we can offer you a number of services. Our staff will be happy to advise you, as not all methods will be suitable for the document in question.

Digital Scanning

Documents up to A3, 29cm x 43cm (11¼" x 17"), and transparent originals, for example negatives 11cm x 26.5cm (4¼" x 10½") maximum, have a cost of £11.50 for the first scanned image. This includes a CD. Subsequent images are £6.00 each. Postage & packaging £1.00.

Digital Photography

Documents that are not suitable for scanning i.e. over A3, 29cm x 43cm (11¼" x 17") or fragile can be photographed at a cost of £11.50 for each image. The image(s) can only be supplied on CD(s), which are £5.00 each. Postage & packaging is £1.00.

Digital Image Enhancement

You can have tears, creases and spots removed from the photograph or scan. Contrast and colour can also be adjusted. Please ask for more details.

Copy Microfilms

Provided from some of our existing master microfilm for a fee of £60.00 per film + £2.00 P&P. (This does NOT include the specially spliced Parish Reels available in the searchroom, only parts of them).

New Microfilms

Can be provided for £68.00 + 50p per frame (minimum of 20 frames £10.00) + £2.00 P&P. This includes film, development and a silver positive copy. The negative remains our property.

Photocopying

Will depend upon the condition and suitability of the document. Photographs cannot be photocopied. Where permitted, the cost for each A4 sheet ordered in the searchroom is 60p for b/w, £1.00 for colour. For each A3 sheet the cost is b/w is £1.00 and for colour £2.00. If ordered by post the first sheet costs £3.50 and any subsequent sheets on the same order are a further £1.50 each. An order of more than 10 sheets will incur an additional charge of £5.00. A photocopy order requiring more staff time to complete than is typical can be reflected in a special price at an archivist/conservator's discretion.

Reader Printer Copies

Can be supplied when a document already exists in microform. The cost for self-service copies in the searchroom is 60p each. Copies ordered by post cost £3.50 for the first print-out, with all further print-outs ordered at the same time costing £1.50 each. Please note: no refunds will be supplied for orders that cannot be found on the film/fiche.