

RESEARCH AND REPRODUCTION FEES

FAST is a small charity and an 'all-volunteer' organisation which has no central funding to support the archive and museum. It thus needs to generate income to continue the work of preserving and developing its unique archive collection of artefacts and publications and fund reproduction equipment. The archives are one of our most important tangible assets and we therefore need to make reasonable charges for access to the information they contain. Researchers are welcome to visit the archive and browse through the various collections in order to identify which items are of interest to them, and in this case there will be no charge. For us to carry out research, or for copying or scanning items, charges will be levied as described below.

The scale of charges applies to the following activities:

- Carrying out research on behalf of outside individuals or organisations.
- Providing copies of photographic images.
- Providing copies of engineering and architectural drawings.
- Providing copies of reports and other documents.

For photographic images and drawings the charges will be at one of four levels, depending on the end user, as follows:

- Level 1: Private/personal and teaching use where no publication in the open literature is involved.
- Level 2: Use by charities, schools and academia where wider use is involved.
- Level 3: Small commercial use (e.g. magazines, brochures, etc).
- Level 4: Larger-scale use (e.g. television, film, internet).

For reports and publications there will be just two charging levels, one for purely private use and one for commercial organisations or where publication is involved.

Charges for Research

There is a standard fee of £5 for FAST volunteers carrying out research on someone else's behalf. This covers the first 30 minutes. The charge will be £5 per half hour or part thereof after that. Reproduction charges will be in addition.

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Digital size: A4 £4; A3 £5; A2 £6 – by e-mail (300 dpi).
- Level 3: Paper size: A4 £8; A3 £10; A2 £20 – plus postage.
Digital size: A4 £6.50; A3 £8.50; A2 £15 – by e-mail (300 dpi)
- Level 4: Paper size: A4 £20; A3 £25; A2 £35 – plus postage.
Digital size: A4 £15; A3 £20; A2 £30 – by e-mail (300 dpi)

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