

STATE ARCHIVES TARIFFS

As the State Archives is not liable to VAT, all prices are net prices.

A. Reading room

Access and issue of first Reader Card	free
Copy of Reader Card	€ 5.00

B. Document copies

1. Ordering copies in the reading room

a) Digital copies

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|--|---------------|
| • Digital copy of an original document | € 0.50 / page |
| • Copy of existing digital file
(map, plan or poster) | € 5.00 / file |

b) Prints

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|--------------------------|---------------|
| • A4 copy, black & white | € 0.60 / page |
| • A4 copy, colour | € 1.00 / page |

- *Research is carried out by the reader in the reading room.*
- *All digital copies are delivered via Internet as JPG files with 300 DPI resolution and in greyscale or colour.*
- *The production of digital copies and prints is subject to the availability of personnel and reading room equipment.*
- *Documents can be photographed free of charge if done without flash by the reader or by a professional photographer and in accordance with the reading room rules.*
- ***All other requests handled on order (see below).***

2. Ordering copies online

2.1. Fixed prices for basic research include:

- Digital copy of original (paper) document of 1 to 10 pages maximum in format A4 or A3
- Or digital copy of an existing document file
- Administrative order processing and research fee (maximum 30 minutes)
- Invoicing
- Delivery via Internet

a) Research and copy of digital document

Genealogical sources (civil status and church registers)	€ 10.00 per record
Photograph	€ 10.00 per document
Map / plan / poster	€ 15.00 per document

b) Research and copy of original (paper) document

Per document	€ 40.00
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2.2. Additional charges

- Original A4 or A3 document of more than 10 pages € 0.50 / page
- Fee for research exceeding 30 minutes € 60.00 / hour
Charged per quarter hour
- A4 print, black & white € 0.60 / page
- A4 print, colour € 1.00 / page
- A3 print, black & white € 1.20 / page
- A3 print, colour € 2.00 / page
- Copy on CD-ROM or DVD € 10.00 per CD-ROM or DVD
- Shipping at cost price

- *All digital copies are delivered via Internet as JPG files with 300 DPI resolution and in greyscale or colour.*

- ***All other types of copies (microfilm, film, digital audio files, other formats, other resolutions, etc.) not mentioned are made on order.***

C. Research without production of copies

The research fee for sole information gathering purposes is € 60 per hour and charged per quarter hour.

D. User fee

1. Print or digital **publication** € 30.00 / illustration
2. **Broadcast, Film or report** via television, radio, multimedia platform, website or cinema € 50.00 / illustration

User fees are not due for scientific and non-commercial publications if previously authorised by the State Archives and if a free copy of the publication is delivered to the State Archives.

User fees do not exempt from paying applicable **copyright royalties**.

E. Archives conditioning

1. Conditioning in acid-free boxes and folders, and labelling (materials and labour costs included) € 70 / linear metre (measured before conditioning)

2. Conditioning in acid-free boxes and folders, labelling, and drafting of archives inventory (materials and labour costs included) € 150 / linear metre (measured before conditioning)

3. Standard size labels (105x70 mm for archive boxes and 70x42 mm for archive folders) with a minimum of 100 labels per order € 0.10 / label

4. Removing mould from records: on quotation, only for administrations under the archival supervision of the State Archives.

5. Use of State Archives lorry including driver and conveyor

- per day € 1,000
- per half day € 500

F. Renting event spaces

The State Archives rents several event spaces for seminars, receptions, meetings, training, exhibitions, etc. Our website www.arch.be (under the tab Practical Information / Room rentals) provides a detailed list of event spaces for rent and contact details for quotations, technical information and availability.

G. Guided tours

Guided tour of a State Archives repository (upon reservation at the repository in question):
€ 80 / hour (groups of 20 persons maximum)

H. Other services

All other service requests not included in the present tariffs are handled on order.

I. Reminder fee

Payments are due within 30 calendar days after invoice day. A reminder is sent after that period if no payment has been made. A new reminder will be sent every month if this first reminder receives no reaction.

Reminder fee € 10.00 / reminder