

Libraries and Archive

Libraries

Charge Category/Details	Charging Basis	2025 to 2026 Rate	VAT	Gross	Comments
Inter-Library Loan.	Per request.	£18.33	£3.67	£22.00	N/A.
Inter-Library Loan - Student concession.	Per request.	£9.17	£1.83	£11.00	On production of a valid Matriculation Card.
Inter-Library Loan renewal.	Per request.	£6.25	£1.25	£7.50	N/A.
Inter-Library Loan return postage charges.	Per request.	£0.00	£0.00	£0.00	Will charge the actual postage costs as this will vary per item
Administration fee for overdue invoice.	Per invoice.	£8.33	£1.67	£10.00	N/A.
Photocopying A4 black and white.	Single sided.	£0.25	£0.05	£0.30	N/A.
Photocopying A4 black and white.	Double sided.	£0.33	£0.07	£0.40	N/A.
Photocopying A3 black and white.	Single sided.	£0.33	£0.07	£0.40	N/A.
Photocopying A3 black and white.	Double sided.	£0.42	£0.08	£0.50	N/A.
Photocopying A4 colour.	Single sided.	£0.58	£0.12	£0.70	N/A.
Photocopying A4 colour.	Double sided.	£1.08	£0.22	£1.30	N/A.
Photocopying A3 colour.	Single sided.	£1.17	£0.23	£1.40	N/A.
Photocopying A3 colour.	Double sided.	£2.25	£0.45	£2.70	N/A.
Internet printing.	Per item.	£0.25	£0.05	£0.30	N/A.
Scan	Per item.	£0.25	£0.05	£0.30	N/A.

Archive

Charge Category/Details	Charging Basis	2025 to 2026 Rate	VAT	Gross	Comments
Library tote bag.	Per Bag.	To collect in person £10.00 To post it will be £10.00 plus p+p	£0.00	£0.00	N/A
Book covers.	Per book cover.	£1.30	£0.20	£1.50	N/A
Laminating A4	Per sheet.	£1.11	£0.19	£1.30	N/A
Laminating A3	Per sheet.	£1.73	£0.27	£2.00	N/A
Bulk printing (50-99 pages)	Per page.	£0.27	£0.03	£0.30	N/A
Bulk printing (over 100 pages)	Per page.	£0.18	£0.02	£0.20	N/A
Non archival photocopying A4 black and white.	Single sided.	£0.25	£0.05	£0.30	N/A.
Non archival photocopying A4 black and white.	Double sided.	0.33	0.07	0.40	N/A.
Non archival photocopying A3 black and white.	Single sided.	0.33	0.07	0.40	N/A.
Non archival photocopying A3 black and white.	Double sided.	0.42	0.08	0.50	N/A.

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Non archival photocopying A4 colour.	Single sided.	£0.58	£0.12	£0.70	N/A.
Non archival photocopying A4 colour.	Double sided.	£1.08	£0.22	£1.30	N/A.
Non archival photocopying A3 colour.	Single sided.	£1.17	£0.23	£1.40	N/A.
Non archival photocopying A3 colour.	Double sided.	£2.25	£0.45	£2.70	N/A.
Handling charge.	Per 50 copies.	£12.50	£2.50	£15.00	N/A.
Microform copy (electronic or printed).	Per image.	£2.08	£0.42	£2.50	N/A.
Microform copy of a whole historical newspaper.	Per edition.	16.67	3.33	20.00	N/A.
Solicitor/Legal requests for Wills and Confirmations (including copies).	Per Request.	20.83	4.17	25.00	N/A.
Remote vehicle registration enquiries (includes copies).	Per request.	8.33	1.67	10.00	N/A.

Kirkwall Library – Room and Equipment Hire

Charge Category/Details	Charging Basis	2025 to 2026 Rate	VAT	Gross	Comments
MacGillivray Room.	4 hour session.	£41.25	£8.25	£49.50	N/A.
MacGillivray Room.	All day.	£64.17	£12.83	£77.00	N/A.
Carnegie/Marwick Room	4 hour session.	£25.67	£5.13	£30.80	Over 4 hours is rate x2. reduced rate for MacG applies only to exhibitions.
Kitchen.	Per day.	£9.17	£1.83	£11.00	N/A.

Charge Category/Details	Charging Basis	2025 to 2026 Rate	VAT	Gross	Comments
Flip chart, paper and pens.	Per day.	£8.33	£1.67	£10.00	N/A.
Smartboard	Per day.	£20.83	£4.17	£25.00	N/A.
Laptop / projector / screen.	Per day.	£20.83	£4.17	£25.00	N/A.
Display boards.	up to 1 week.	£20.83	£4.17	£25.00	N/A.

Photographic Prices

Charge Category/Details	Charging Basis	2025 to 2026 Rate	VAT	Gross	Comments
Postcard: 5 by 3 inches.	Per photo.	£3.75	£0.75	£4.50	N/A.
8 by 6 inches.	Per photo.	£11.67	£2.33	£14.00	N/A.
10 by 8 inches.	Per photo.	£16.67	£3.33	£20.00	N/A.
16 by 12 inches.	Per photo.	£29.17	£5.83	£35.00	N/A.
20 by 16 inches.	Per photo.	£40.00	£8.00	£48.00	N/A.
20 by 24 inches.	Per photo.	£48.33	£9.67	£58.00	N/A.

Digital Images

Charge Category/Details	Charging Basis	2025 to 2026 Rate	VAT	Gross	Comments
Self service photography of archives in public searchroom	Per day.	5.00	1.00	6.00	N/A.
Digital images up to 20 images.	Per image.	£9.17	£1.83	£11.00	N/A.
Digital images over 20 images.	Per image.	£7.92	£1.58	£9.50	N/A.
Low resolution scans.	Each.	£2.08	£0.42	£2.50	N/A.
Photo quality digital prints A3.	Each.	£15.00	£3.00	£18.00	N/A.
Photo quality digital prints A4.	Each.	£8.33	£1.67	£10.00	N/A.
Publication reproduction fee.	Each.	£100.00	£20.00	£120.00	N/A.
Digital Sound Archive recording.	Per disc.	£10.00	£2.00	£12.00	N/A.

Latitude Mapping Services and Internet Use

Charge Category/Details	Charging Basis	2025 to 2026 Rate	VAT	Gross	Comments
Internet use (non library members).	Per hour.	£1.92	£0.38	£2.30	N/A.