

## Libraries and Archive

### Libraries

Charge Category/Details	Charging Basis	2026 to 2027 Rate	VAT	Gross	Comments
Inter-Library Loan.	Per request.	£19.08	£3.82	£22.90	N/A.
Inter-Library Loan - Student concession.	Per request.	£9.58	£1.92	£11.50	On production of a valid Matriculation Card.
Inter-Library Loan renewal.	Per request.	£6.50	£1.30	£7.80	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.	£8.67	£1.73	£10.40	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.

Charge Category/Details	Charging Basis	2026 to 2027 Rate	VAT	Gross	Comments
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.	£0.33	£0.07	£0.40	N/A.
Scan	Per item.	£0.33	£0.07	£0.40	N/A.
3D Printing.	Up to 15 minutes.	£1.25	£0.25	£1.50	N/A.
3D Printing.	Up to 30 minutes.	£1.67	£0.33	£2.00	N/A.
3D Printing.	Up to 45 minutes.	£2.08	£0.42	£2.50	N/A.
3D Printing.	Up to 1 hour.	£2.50	£0.50	£3.00	N/A.
3D Printing.	Between 1-2 hours.	£4.17	£0.83	£5.00	N/A.
3D Printing.	Between 2-3 hours.	£5.83	£1.17	£7.00	N/A.
3D Printing.	Between 3-4 hours.	£8.33	£1.67	£10.00	N/A.
3D Printing.	Between 4-5 hours.	£11.67	£2.33	£14.00	N/A.
3D Printing.	Between 5-6 hours.	£16.67	£3.33	£20.00	N/A.

### Archive

Charge Category/Details	Charging Basis	2026 to 2027 Rate	VAT	Gross	Comments
Library tote bag.	Per Bag.	To collect in person £12.00 To post it will be £12.00 plus p+p			N/A.
Book covers.	Per book cover.	£1.40	£0.20	£1.60	N/A.
Laminating A4	Per sheet.	£1.21	£0.19	£1.40	N/A.
Laminating A3	Per sheet.	£1.93	£0.27	£2.20	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.

Charge Category/Details	Charging Basis	2026 to 2027 Rate	VAT	Gross	Comments
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.
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.	£13.00	£2.60	£15.60	N/A.
Microform copy (electronic or printed).	Per image.	£2.17	£0.43	£2.60	N/A.
Microform copy of a whole historical newspaper.	Per edition.	£17.33	£3.47	£20.80	N/A.
Solicitor/Legal requests for Wills and Confirmations (including copies).	Per Request.	£21.67	£4.33	£26.00	N/A.
Remote vehicle registration enquiries (includes copies).	Per request.	£8.67	£1.73	£10.40	N/A.
Themed Archive Tour.	Per person.	£10.00	£2.00	£12.00	N/A.

### Kirkwall Library - Room and Equipment Hire

Charge Category/Details	Charging Basis	2026 to 2027 Rate	VAT	Gross	Comments
MacGillivray Room.	4 hour session.	£42.92	£8.58	£51.50	N/A.
MacGillivray Room.	All day.	£66.67	£13.33	£80.00	N/A.
Carnegie/Marwick Room	4 hour session.	£26.67	£5.33	£32.00	Over 4 hours is rate x2. reduced rate for MacG applies only to exhibitions.
Kitchen.	Per day.	£9.58	£1.92	£11.50	N/A.
Flip chart, paper and pens.	Per day.	£8.67	£1.73	£10.40	N/A.
Smartboard	Per day.	£21.67	£4.33	£26.00	N/A.
Laptop / projector / screen.	Per day.	£21.67	£4.33	£26.00	N/A.
Display boards.	up to 1 week.	£21.67	£4.33	£26.00	N/A.

### Photographic Prices

Charge Category/Details	Charging Basis	2026 to 2027 Rate	VAT	Gross	Comments
Postcard: 5 by 3 inches.	Per photo.	£3.92	£0.78	£4.70	N/A.
8 by 6 inches.	Per photo.	£12.17	£2.43	£14.60	N/A.
10 by 8 inches.	Per photo.	£17.33	£3.47	£20.80	N/A.
16 by 12 inches.	Per photo.	£30.33	£6.07	£36.40	N/A.
20 by 16 inches.	Per photo.	£41.58	£8.32	£49.90	N/A.
20 by 24 inches.	Per photo.	£50.42	£10.08	£60.50	N/A.

### Digital Images

Charge Category/Details	Charging Basis	2026 to 2027 Rate	VAT	Gross	Comments
Self service photography of archives in public searchroom	Per day.	£5.25	£1.05	£6.30	N/A.
Digital images up to 20 images.	Per image.	£9.58	£1.92	£11.50	N/A.
Digital images over 20 images.	Per image.	£8.25	£1.65	£9.90	N/A.
Low resolution scans.	Each.	£2.17	£0.43	£2.60	N/A.
Photo quality digital prints A3.	Each.	£15.58	£3.12	£18.70	N/A.
Photo quality digital prints A4.	Each.	£8.67	£1.73	£10.40	N/A.
Publication reproduction fee.	Each.	£104.17	£20.83	£125.00	N/A.
Digital Sound Archive recording.	Per disc.	£10.42	£2.08	£12.50	N/A.

## Latitude Mapping Services and Internet Use

Charge Category/Details	Charging Basis	2026 to 2027 Rate	VAT	Gross	Comments
Internet use (non library members).	Per hour.	£2.00	£0.40	£2.40	N/A.