



## The Polish Institute and Sikorski Museum Fees and Charges Archive, photographic, Audio/Visual

### Archive

1. Access to archives for those carrying out their own research and making their own notes using paper and pencil, laptop or tablet is free, but customers are encouraged to make a voluntary donation, including signing a gift aid declaration if applicable. The customer receives 30 minutes free guidance by The Polish Institute and Sikorski Museum (PISM) archive staff on how to use the archives, catalogues, indices etc. Customers will select the material, which they wish to study and Archive staff will then facilitate access to the requested files (only a limited number at a time). Customers will generally receive the requested material in electronic format where available. Original material will only be used if digitalization has not yet occurred. If further detailed guidance and/or research are requested from PISM staff, a charge of £20 per hour or any part thereof, will be incurred. All charges, including copying, post and packaging etc are to be paid before leaving the premises.
2. Research carried out solely by PISM staff - (requests received in any way e.g. by post, email, telephone in person etc) - £50, to a maximum of 2 hrs per enquiry, with no guarantee of success + postal and document copying charges (as detailed below). No work will be carried out without prior written agreement to cover indicated fees.
3. Certified copies of documents - appropriate document copying and postal charges plus £20 certification charge per page.
4. Monochrome photocopy - A4: £0.60 per page, plus £15.00 per hour, or any part thereof, admin. fee. A3: £0.75 per page, plus £15.00 per hour, or any part thereof, admin. fee.
5. Colour photocopy - A4: £1.20 per page, plus £15.00 per hour, or any part thereof, admin. fee. A3 - £1.70 per page, plus £15.00 per hour, or any part thereof, admin. fee.
6. Digital print (will include PISM watermark) of previously scanned document: £0.50 per page, plus £15.00 per hour, or any part thereof, admin fee.
7. Digital print (will include PISM watermark) of non-scanned document: £0.60 per, plus £15.00 per hour, or any part thereof, admin fee.
8. Use of own camera, phone, tablet or other devices (only at discretion and with permission of staff - no flash, tripods or scanning permitted): £0.25 per exposure.
9. Customers to pay all post and packaging costs in addition to any fees/charges.
10. If any copied material is to be published in any format, consult staff for charges.

## Photographic, Audio/Visual

No services or materials will be supplied or any licence for use issued, unless:

- PISM's Terms and Conditions have been signed and fees paid.
- Credits should show "The Polish Institute And Sikorski Museum – London"
- A free copy of the finished product on completion of the editing is sent to PISM.
- Please note that PISM does not offer licences in perpetuity.

### 11. Services

PISM staff can only conduct limited research on behalf of customers.

- Searching, Viewing, Handling - up to one hour or part thereof, with no guarantee of success £ 50
- every consecutive half hour, with no guarantee of success £ 10

### 12. Fees

- **Single Country Broadcast - Unlimited use (repeats) on all platforms**

8mm/16mm film (HD, H.264, .mp4):

10 Years Licence £ 12 per second.

15 Years Licence £ 16 per second.

35mm film (HD, H.264, .mp4):

10 Years Licence £ 20 per sec.

15 Years Licence £ 24 per sec.

- **World wide Broadcast - Unlimited use (repeats) on all platforms**

8mm/16mm film (HD, H.264, .mp4):

10 Years Licence £ 14 per sec.

15 Years Licence £ 18 per sec.

35mm film (HD, H.264, .mp4):

10 Years Licence £ 24 per sec.

15 Years Licence £ 30 per sec.

- **Audio Only - worldwide**

Unlimited use (repeats) on all platforms £ 8 per sec.

- **Photographs (Use for film productions) - Worldwide Unlimited use (repeats) on all platforms**

Up to 15 Years Licence £ 24 per photograph

Film, Video, DVD, CD - worldwide distribution Use

5 Years Licence £ 10 per sec

10 Years Licence      £ 15 per sec

- **Publications – Worldwide, First Issue and each re-print**

Photographs And Document Images

Cover use              £ 50 per image

Inside use              £ 25 per image

Please note

PISM is not VAT registered

The Trustees 1<sup>st</sup> January 2022