



UK Hydrographic  
Office

# **United Kingdom Hydrographic Office Archive Collection: Research & Reproduction Services, Pricing & Help Guides**

## **2021**

**Authors: UKHO Archive**

Prices to come into effect in May 2021

## Section 1 – Introduction/background

### Why the change?

Previously, the UKHO Archive was able to offer one hour of free research for each customer enquiry, but changes to the funding of the Research Service mean our charges have changed.

### What will change?

We will still be able to offer certain services with no charge, but others will be charged for accordingly. For example, people are still allowed to visit the Archive for free (when not affected by situations like the Covid-19 pandemic) and digital finding aids can be sent out remotely (gratis) where information is not freely available online. Please see Section 2 for How to research and the price tables in Section 3 for more details.

This new policy is in line with the majority of archives, who operate in this way.

### Closed or classified records subject to the Freedom of Information (FOI) Act

This change does not cover closed or classified records subject to FOI, where we can provide up to 4 hours research without any charges. As before, charges still apply for obtaining reproduction copies within a FOI request.

### When will the change occur?

The new pricing will begin in May 2021.

### Further questions

If you have any questions about the changes, that are not answered in the sections below, please email [research@ukho.gov.uk](mailto:research@ukho.gov.uk).

## Section 2 – How to research

The ultimate aim of the UKHO Archive will be to provide a full online catalogue and web shop, but in the meantime, we have detailed below how to discover the Archive documents you need, to save you time and money.

### Main UKHO Archive Catalogue

Certain parts of our collection have been catalogue on The National Archives (London) 'Discovery' website: [UKHO Archives material held on TNA Discovery](#)

Please email [research@ukho.gov.uk](mailto:research@ukho.gov.uk) with item references and descriptions, stating that you saw them listed on TNA Discovery. We can then advise as to whether they have been digitised already and liaise with you as to how you would like to proceed.

### Admiralty Charts

To have the enjoyment of researching the charts you require and saving paid research time, please try the options below.

#### 1. Self-research

To access online/emailable versions of various editions of our old Admiralty chart catalogues, please use the links below.

For those accessible via the UKHO/TNA Legacy website, once you have clicked on the link in the table below, click on the 'Archive Contents' tab, scroll down to 'Record copies of Admiralty charts' and click on the year you require to view.

#### (a) Online/emailable chart catalogues

Year	How to access
1825	<a href="#">UKHO/TNA Legacy website - various Catalogues</a>
1839	<a href="#">UKHO/TNA Legacy website - various Catalogues</a>
1849	<a href="#">UKHO/TNA Legacy website - various Catalogues</a>
1852, 1855 & 1857	PDFs available on request – please email <a href="mailto:research@ukho.gov.uk">research@ukho.gov.uk</a>
1860	<a href="#">UKHO/TNA Legacy website - various Catalogues</a>
1862	PDF available on request – please email <a href="mailto:research@ukho.gov.uk">research@ukho.gov.uk</a>
1864	<a href="#">Archive.org - 1864 Catalogue</a>
1866 & 1868	PDFs available on request – please email <a href="mailto:research@ukho.gov.uk">research@ukho.gov.uk</a>
1870	<a href="#">UKHO/TNA Legacy website - various Catalogues</a>
1872 & 1875	PDFs available on request – please email <a href="mailto:research@ukho.gov.uk">research@ukho.gov.uk</a>
1879	<a href="#">Archive.org - 1879 Catalogue</a>
1880	<a href="#">UKHO/TNA Legacy website - various Catalogues</a>
1890	<a href="#">UKHO/TNA Legacy website - various Catalogues</a>
1898	<a href="#">Archive.org - 1898 Catalogue</a>
1900	PDF available on request – please email <a href="mailto:research@ukho.gov.uk">research@ukho.gov.uk</a>
1914	<a href="#">UKHO/TNA Legacy website - various Catalogues</a>
1915 (Fleet) & 1919 (Fleet)	PDFs available on request – please email <a href="mailto:research@ukho.gov.uk">research@ukho.gov.uk</a>
1942, 1945 (Fleet) & 1951	PDFs available on request – please email <a href="mailto:research@ukho.gov.uk">research@ukho.gov.uk</a>
1967	<a href="#">Archive.org - 1967 Catalogue Home Edition</a>

### (b) Preview images online

Images of many Admiralty charts are searchable online. Type keywords such as 'Admiralty Chart [add number]' into Google and other search engines. This will give you an indication of the geographical area of a chart, its level of detail and colours, but if you then wish to know exactly the version you would be purchasing from UKHO, please contact us and we can then provide specific previews (charged accordingly, as per Section 3).

## 2. Request to UKHO Archive

For Admiralty Chart catalogues not found via the methods above, please email [research@ukho.gov.uk](mailto:research@ukho.gov.uk) mentioning the year(s) of Catalogue that would be useful for your research. If these are available in the Repository, then we will make these available as digital copies, gratis.

Also available on request:

- PDF - Listing of Admiralty Chart Series held in the UKHO Archive "Old Copy Bundle" Series, 1800-2016

### Bathymetric surveys

For those surveys not listed on the Discovery website - [UKHO Archives material held on TNA Discovery](#) – please email [research@ukho.gov.uk](mailto:research@ukho.gov.uk) and request finding aids be sent as digital copies, gratis.

Please state geographical areas/positions, dates and type of data interested in (e.g. depths, wrecks, trigonometrical etc).

Our survey index finding aids are split into three different eras: Pre-1930, 1930-1979 and 1980-2008. For modern survey data, please see the [Admiralty Marine Data Portal](#).

### Visiting UKHO site to conduct own research

When we are not experiencing Covid-19/Lockdown times, members of the public are welcome to book a visit to conduct their own research.

If you would like to book an appointment, the form for doing this can be found in the 'Accessing the UKHO Archive' section within the Contents list of our website: <https://www.gov.uk/the-ukho-archive>

## Section 3 – Prices

The table below shows how the new price system will work. Here are a few key points:

1. If you do not require any research by UKHO to find a document reference number, preview image, NM state etc, the price of the full resolution image(s) will be the same as before May 2021.
2. We have now included in our product price list (A) below, document scanning.
3. The list below is not exhaustive, so please contact [research@ukho.gov.uk](mailto:research@ukho.gov.uk) if you need to check about something you believe is not covered below.
4. The list (A) below is grouped by type of document/service.
5. Image prices below are based on digital (ie. not paper) copies where the original document measures up to A0 in size. For other digital image sizes and paper copy sizes plus their associated costs, please see Table B below.
6. VAT @ 20% needs to be added to the prices below, where applicable.
7. An administration/handling fee of £15 is applicable for each order.
8. When documents are digitally scanned, the colours do not always appear as per the original. Therefore, digital copies are supplied with a colour and scale bar alongside to enable customers to calibrate colours and correctly scale each image to the original size for printing. Customers requiring colour correction and/or re-sizing to be applied for them will incur a charge of £15 per image.

A. Service/product price list (from 1<sup>st</sup> April 2021)

Service	Price (£)	Details
<b>General fees</b>		
<p>Specialist research, on behalf of the enquirer, charged at the hourly rate</p> <p>This is a <b>Content</b> check to find document(s) which may be relevant to your enquiry and discover if the information you require is contained within these document(s)</p>	£80 per hour	<p>Please note: Some complex research may not be able to be undertaken by UKHO staff – researchers may need to visit to conduct their own research.</p> <p><b>Preview images</b> can be included within this Research fee. These will be low resolution photographs, taken using a camera or tablet, for preview purposes only.</p>
Administration/handling fee	£15 per order	Includes invoicing and processing paid orders on behalf of the customer.
Certified authentication of a reproduced document	£19.80	A member of staff will check the copy against the original and sign and stamp the copy to confirm it is a true copy of the original. If you request a digital copy it will come with a signed electronic certificate.
VAT	20% of total price	Only applicable to orders placed in the UK. Embassies and Royal Navy vessels are exempt.
<b>Books, letters and files</b>		
<p>Providing a <b>Document</b> check, where reference number is known, for a quote for digitising up to 3 separate documents (up to 100 pages), eg. a volume, a file</p>	£10 for up to 3 documents	<p>This charge covers a member of staff reviewing the status of the original document, to assess if the information can be located, identify the cost and also its suitability for copying. Includes page count.</p> <p>Customers are not charged for any <b>Conservation work</b> that needs to be undertaken on a document that is to be reproduced. We will contact you when a document is ready.</p> <p>We reserve the right to not allow digitisation to be undertaken if the process will cause an original document to potentially get damaged.</p>
Book/document scanning per page/opening/spread (up to foolscap size)	£15 for 1-15 pages/openings and every batch of 15 pages/ openings thereafter	This includes the scanning using our overhead camera system, plus basic post-processing.

Charts and surveys – held digitally at UKHO Archive		
Full resolution chart image (up to A0 size)	£25 (£15 colour correction, where applicable)	See Price Table B below for full price list of various sizes and formats. <b>Preview images</b> not supplied within this price – see <b>Research fee</b> .
Research fee (see main entry above) applies if you need help finding a chart number/version/NM corrected state researched for a particular incident date		This includes a preview image. (see main entry above)
Charts and surveys – non-digital/analogue		
<b>Providing a document check</b> , where reference number is known, for a quote for digitising up to 3 separate charts or surveys	£10 for up to 3 charts/surveys	This charge covers a member of staff reviewing the status of the original document, to assess if the information can be located, identify the cost and also its suitability for copying.  Customers are not charged for any <b>Conservation work</b> that needs to be undertaken on a document that is to be reproduced. We will contact you when a document is ready.  We reserve the right to not allow digitisation to be undertaken if the process will cause an original document to potentially get damaged.
300dpi resolution chart image (up to A0 size) If a higher resolution, up to 1000dpi, is required, please ask	£25 (+ £15 colour correction, where applicable)	See Price Table B below for full price list of various sizes and formats. <b>Preview images</b> not supplied within this price – see <b>Research fee</b> .
Research fee (see main entry above) applies if you need help finding a chart number/version/NM corrected state researched for a particular incident date		This includes a preview image. (see main entry above)

## B. Product charges for various sizes of documents

This table covers all digital image sizes and paper copy sizes plus their associated costs and are in addition to any service/VAT costs, listed in Table A.

The sizes in the table below are based on the size of document to be copied (copies are not reduced unless asked for). We are able to provide A4 and A3 colour and black and white photocopies of original documents no larger than A3 size.

We offer a priority service for documents that are to be supplied in digital softcopy format via [WeTransfer](#), without colour correction applied. The £40 price is per order, in addition to the other prices and is without VAT.

Product		Size						
		Up to A4	Up to A3	Up to A2	Up to A1	Up to A0	Up to 2x A0	Up to 4x A0
Colour photocopy		£0.80	£1.00					
Digital print on satin paper (colour corr/resizing inc.)		£15	£20	£25	£30	£40	£80	£160
Digital Scan on disc (no colour corr/resizing)		£25	£25	£25	£25	£25	£50	£100
Digital Scan on disc (colour corr/resizing inc.)		£40	£40	£40	£40	£40	£65	£115
Service fees								
Research fee per hour		£80						
Handling/administration fee (per order)		£15						
Digital stitching per hour		£80						
Priority service (per order)		£40						

## Finally

Many thanks for taking the time to read this document. Please do not hesitate to contact us at [research@ukho.gov.uk](mailto:research@ukho.gov.uk) if you have any questions or are ready to place an order. We hope you are keeping well during these unprecedented Covid times.

UKHO Archive Research team.