

Bristol Archives

Copying and publishing



The archives in our care are unique and irreplaceable; please help us to safeguard them for future generations.

High-quality digital images

High-resolution scans of items from our collections (including oversized items) can be ordered from our digitisation bureau; please ask for details.

Other options for copying archival material are outlined below, although some forms of copying are not permitted.

Please see overleaf for prices.

Photocopying

We can provide black-and-white and colour photocopies. All photocopying is carried out by our staff - please tell them if you would like to have something photocopied and you will be asked to fill in a photocopy copyright declaration form.

There is always a risk of damage when photocopying archives, due to strong light, handling and other stresses placed on documents. Some items are especially at risk and therefore we cannot photocopy:

- Any volume, printed book or item with a spine
- Any Ordnance Survey or similar map
- Any parchment item
- Any rolled item
- Anything that has to be pressed flat or bent
- Anything considered to be fragile in any way
- Anything of a very early date
- Anything larger than A3 size

Our staff will advise whether any other restrictions apply.

For requests received by email, we can supply photocopied documents as PDF files.

Printing from computers

Staff can print copies of photographs and documents from our media PC in black and white or colour. You can also print pages or documents from our public computers.

Photography

You are welcome to photograph documents on payment of a photography licence fee. You will also be asked to complete a copyright declaration form.

Scanning

We cannot allow the use of any kind of personal scanning devices as these can be harmful to documents.

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Copying and reproduction charges



Money raised from these charges supports our services and care of Bristol's archives

In the searchroom	Document orders by email or post
Photocopies / prints from media PC	Basic handling fee £7.00
A4 black/white £0.60	<ul style="list-style-type: none">• includes electronic transfer/UK second class postage and packaging• does not include international postage• may be higher for larger or more complex orders
A3 black/white £0.80	
A4 colour £1.30	
A3 colour £2.20	
Microform printouts	Plus copying costs:
A4 or A3 black/white £0.80	By email or electronic transfer
Self-service printing from public PCs	Photocopies as PDF files
A4 black/white £0.30	Any size, black/white or colour £0.60
A4 colour £0.70	Microform printouts as PDF files
Photography licence fee	A4 or A3 black/white £1.40
Daily £5.50	High quality digital scans
Weekly £16.50	For each image £5.00
Annually £100.00	Images already on online catalogue £1.40
	Paper copies by post
	Photocopies
	A4 black/white £0.60
	A3 black/white £0.80
	A4 colour £1.30
	A3 colour £2.20
	Microform printouts
	A4 or A3 black/white £0.80
	Please email archives@bristol.gov.uk to order copies

All prices include VAT

We can accept the following forms of payment:

- Cash, when paid in person
- Debit or credit card, for purchases over £5
- Cheques, made payable to Bristol City Council

Orders by email/post must be paid in advance. These are usually dispatched within 10 working days of receipt of payment.

Publishing material

Copies, printouts or photographs of material from the archives can only be supplied or made for use in non-commercial research or private study. We will ask you to complete a copyright declaration confirming that you will not use copies for any other purposes.

If you wish to share, publish or otherwise reproduce items from the archives (including on social media), you must write to Bristol Archives for permission. Reproduction fees and/or copyright restrictions may apply: for details, please email archives@bristol.gov.uk