



HERITAGE SERVICE PRICING POLICY 2019/20

Entry to the Museum and Archive is free of charge.

Curatorial and Collections Care advice will be provided to local heritage partners* free of charge, to the limits specified in the Pricing Charges Table, along with the pre-booked use of the Learning Room and Special Exhibitions Gallery at Lews Castle during opening hours or as agreed in advance with the Heritage Team. Some specialist or in-depth services to Heritage Network* partners will be charged at the rates specified in the Pricing Charges Table as from 1st April 2019.

Organised visits from schools in the Outer Hebrides are free as part of the partnership funding agreement with the Education and Children's Services Department (reviewed annually).

Programming of the Special Exhibition Gallery is the responsibility of the Comhairle's Heritage Team. The Heritage Service reserves the right to impose entry charges for significant exhibitions brought in on loan from other institutions to cover the additional costs involved. This will be dependent on the specific exhibition, as some national and international institutions will only lend objects if free access to the public is agreed.

The Learning Room and the Special Exhibitions Gallery are available for hire for non-commercial use when not in use for museum business. The priority is for heritage and learning related activities. Commercial rates are subject to negotiation.

The Comhairle's Heritage Service reserves the right to impose higher charges (with discretion) for the provision of services, events and activities deemed to be of significant additional expense to provide than as set out in the basic level of charges.

The List of Charges covers chargeable activities to the public including:

- Specialist advice and support (Museum, Archives, Hebridean Connections and Archaeology)
- Exhibitions and activities
- Room hire

Charges for the Licensing of images are covered in a separate policy at: www.cne-siar.gov.uk/museum

All fees and charges will be reviewed annually.

Services provided internally to other Comhairle departments will be subject to charges at the rate quoted for local heritage partners, with the exception of room hire which will be charged at the non-commercial rate.

* Comainn Eachdraidh or other non-commercial organisations responsible for looking after heritage assets in the Outer Hebrides for public benefit.



LIST OF HERITAGE SERVICE CHARGES 2019/20

Charges are quoted exclusive of VAT, which will be charged at the current rate.

ADVICE	Routine and short enquiries by members of the public will not attract a charge.	Free
ENQUIRIES	Public object identification and research enquiries:	
	First 30 minutes	Free
	30 minutes up to 3 hours	£25 per hour
	Time spent on enquiries may be limited to a maximum of 3 hours, depending on staffing availability. Enquirers will be advised if an enquiry is likely to exceed 3 hours and, if so, agreement will be reached on the maximum time to be spent on the enquiry.	
	Professional/ institutional research enquiry or commissioned research	
	£25 per hour up to 7 hours (1 day).	£25 per hour
	After this period, the enquirer would be contacted to re-negotiate cost if further research time is required.	
	Hebridean Connections research enquiry or commissioned research	
	First 30 minutes	Free
	£25 per hour up to 3 hours	£25 per hour
Co-ordinating a response which requires more than one content contributor to be consulted and checking consistency of information. Where an enquiry is likely to take more than three hours the enquirer would be contacted to re-negotiate cost.		
CONSERVATION	Conservation services	
	<ul style="list-style-type: none"> • Collections condition audit • Conservation assessment • Object treatment 	£40 per hour plus materials
EVENTS , ACTIVITIES AND GROUP VISITS	Children's after-school, weekend and holiday activities	£4.00 per child plus materials (Free to accompanying parents/ carers)
	Lectures, activities and events	£10 per adult maximum Sessions individually priced
	Special Exhibitions	Exhibitions individually priced
	Group visit during museum opening times	Free, suggested donation of £100
	Group visits to museum outwith museum opening times	£30 per hour plus suggested donation of £100

<p>ROOM RENTAL</p> <p>Special Exhibition Gallery (when available)</p>	<p>Non-commercial groups</p> <p>Day-time session</p> <p>Evening session</p> <p>Commercial organisations Subject to negotiation</p>	<p>£50 half day/ £80 full day (0900 – 1800)</p> <p>£30 per hour plus £15 per hour per member of staff in attendance</p>
<p>Learning Room</p>	<p>Non-commercial groups</p> <p>Day-time session</p> <p>Evening session</p> <p>Refreshments (self-service tea, coffee and biscuits)</p> <p>Commercial organisations Subject to negotiation</p>	<p>£40 half day/£60 full day (0900 – 1800)</p> <p>£15 per hour plus £15 per hour per member of staff in attendance</p> <p>£2.50 per head</p>

ARCHAEOLOGY SERVICES	CHARGE
Enquiries: Researchers, Students	Free for the first 30 mins and then £25 per hour
Historic Environment Record search (by email/remote request, conducted by Comhairle Archaeology Service staff on behalf of consultant/contractor). Response within 10 working days.	£70.00
Rapid Response Historic Environment Record search (by email/remote request, conducted by Comhairle Archaeology Service staff on behalf of consultant/contractor). Response sent within 2 working days where staff resources allow.	£100.00
Charges for preparing brief/specifications (by site area) and meetings	
Assessments & Watching Briefs: All	£40.00
Evaluations: 0.5ha or less	£50.00
0.5 – 10ha	£100.00
10ha and above	£200.00
General pre-application discussions & meetings prior to fieldwork commencing	Free
Validation of consultant produced specifications/Written Scheme of Investigation. (i.e. Schemes without Comhairle Archaeology Service produced specification).	£25.00
General Departmental Charges	
Contracted projects & fieldwork.	£250.00
Printouts from HER charges per record.	£0.40 per copy
Downloading HER data on to disc	£0.25 per copy
Enquiries: Researchers, Students	Free for the first 30 mins and then £25 per hour
Historic Environment Record search (by email/remote request, conducted by Comhairle Archaeology Service staff on behalf of consultant/contractor). Response within 10 working days.	£70.00
Rapid Response Historic Environment Record search (by email/remote request, conducted by Comhairle Archaeology Service staff on behalf of consultant/contractor). Response sent within 2 working days where staff resources allow.	£100.00
Charges for preparing brief/specifications (by site area) and meetings	
Assessments & Watching Briefs: All	£40.00
Evaluations: 0.5ha or less	£50.00
0.5 – 10ha	£100.00
10ha and above	£200.00

General pre-application discussions & meetings prior to fieldwork commencing	Free
Validation of consultant produced specifications/Written Scheme of Investigation. (i.e. Schemes without Comhairle Archaeology Service produced specification).	£25.00
General Departmental Charges	
Contracted projects & fieldwork.	£250.00
Printouts from HER charges per record.	£0.40 per copy
Downloading HER data on to disc	£0.25 per copy
Agri-Environment Schemes	
Area up to 50ha	£75
Area over 50ha	£150

HERITAGE PARTNER** SERVICES	<u>Curatorial and Archival Services</u>	
	Attending Heritage Forum meetings (up to four per annum)	Free
	Attending meetings with individual partner organisations	Free
	Commenting or advising on documents which have already been produced (e.g. Plans, Applications, Policies) requiring a time input of up to 3 hours	Free
	Writing of plans, applications or policies, or substantial rewriting of documents following review.	£25 per hour
	Proofing text for exhibitions or publications (either for factual or stylistic content)	£25 per hour
	Assistance with installing or deinstalling exhibitions and/ or display cases	£25 per hour per member of staff
	<u>Conservation Services</u>	
	General conservation advice (non object-specific)	Free
	Informal object condition assessment	Free
	Detailed object condition report	£40 per hour
	Conservation assessment	£40 per hour
	Conservation treatment	£40 per hour
	<u>Training</u>	
	Initial meeting to establish training needs and agree what is required	Free
Training which is part of the Heritage Service standard training menu covering collections care and best practice	Free	
Preparation and delivery of specialist or bespoke training outwith the Heritage Service standard training menu	£140 half day/ £280 full day	
Providing information about or administering the delivery of training opportunities by external providers in support of partners	Free	
Training and support for Hebridean Connections volunteers	Free	
<u>Other</u>		
Loans of display cases or display equipment	Free, other than staff cost of delivery, install and removal	
<u>Room Rental</u>		
Learning Room – for heritage/culture meetings and activities	Free	
Refreshments (self-service tea, coffee and biscuits)	£2.50 per head	
** Comainn Eachdraidh or other non-commercial organisations responsible for looking after heritage assets in the Outer Hebrides for public benefit.		

**HERITAGE
SERVICE
STANDARD
TRAINING MENU**

Museum Housekeeping: Managing the agents of deterioration

Object Handling

Object Packing

Museum Documentation / Adlib Lite

Archive documentation

Looking after different types of collection (books and paper; photographs; textiles; metal objects; stone)
– the Do's and Don'ts