

Cambridgeshire Historic Environment Record User Guidance

The Cambridgeshire Historic Environment Record (CHER) is the definitive record of the known archaeology of Cambridgeshire. It comprises maps, photographs, documents and a database and can be accessed at Castle Court by appointment. The archaeological records range from single finds to canals and roads many kilometres long. All archaeological periods are recorded. The CHER is used to guide planning decisions, assist researchers and school projects and manage monuments. The CHER offers a finds identification service and depends for its success on the public reporting of their finds. If you have any queries about Cambridgeshire's archaeology, or objects that you have found, please contact Cambridgeshire Historic Environment Record, Box ELH 1108, Shire Hall, Cambridge, CB3 0AP (tel. 01223 717312 / 01223 717571), or by email at arch.her@cambridgeshire.gov.uk

1. Information is supplied without charge to researchers, students, teachers and members of the public not involved in research for commercial purposes. CHER staff reserve the right to charge for excessive copying or printing at a rate of 25p per A4 sheet.
2. Developers, consultants and others with commercial interest in archaeological information will be charged at the rates stated below (+ VAT).
3. Information in the CHER is gathered from many sources and is quoted (usually in precis) as given. It may not have been validated by the Cambridgeshire Archaeology and no liability may be held for inaccurate or misleading information. Locational data in particular should be treated with caution.
4. All information supplied is subject to copyright. **It may not be copied or used for any purpose other than that for which it has been provided without prior written permission.** Reports by contracting units held in the library remain their copyright and may not be copied without their permission. In all cases information sources and the CHER should be acknowledged in any resulting papers, dissertations, reports etc.
5. Ordnance Survey maps are strictly copyright and only small extracts may be copied for private research.
6. The County Council reserves the right to restrict access to information and will not normally provide printouts in excess of 50 copies.
7. Access to the CHER is by appointment only, office hours are 10:00 – 12:00 and 2:00 – 4:00 weekdays.
8. **Developers are reminded that the significance of archaeological records for development proposals are assessed by the Cambridgeshire Archaeology's Development Control Archaeologists, and they may be contacted on 01223 717436.**
9. Development of the CHER depends upon up to date information being supplied in a suitable format by everyone involved in archaeological research and investigation. It is important that the results of such work are supplied for inclusion in the CHER. Continuing supplies of information depend on the co-operation of professional archaeologists, local researchers and enthusiasts.

Revised Charges December 2008

1. Commercial Enquiries

HER Queries

Each commercial enquiry has a standard charge of £25 per site regardless of the method of enquiry. For this searchers will receive up to 50 records and one map.

If the query is dealt with by HER staff there will be an additional charge for officer time per half hour. The standard response time is 10 working days.

Should the enquirer holds the digital dataset, charges will only be levied at the rates below for the records provided.

Additional charges are as follows:

Officer Time (per query):	£25 per half hour or part thereof
Additional Records:	25p per record
Additional Maps (A4):	50p each
Additional Maps (A3):	£1
Urgent Response (24 hours):	£20 per query

Other Services

Photocopies

25p per sheet A4

50p per sheet A3

Scans/Digital Images (300dpi unless otherwise requested):

£2.50 per image up to A4 (paper or email)

Anything else individual quote via FSB Scanning Bureau

Queries/maps/images can be provided on CD for an additional fee of £5 per disk.

Provision of GIS Data

CD with GIS datasets (no base layer data) on an annual licence with a six month update.

Data is provided as MapInfo TAB files and ESRI SHAPE files:

£25 up to 400 hectares	- this equates to a 1km radius search
£100 up to 8000 hectares	- this equates to a 4 km radius search
£250 per district (single user)	
£375 per district (multi user)	
£1000 for county (single user)	
£1500 for county (multi user)	

2. Non Commercial Enquiries

No charge for queries but reserve right to charge for excessive copying or printing at the discretion of the HER staff. For provision of GIS data (single licence only, others by negotiation):

£10 per 100 hectares

£50 per district

£200 for county

GIS data will only be provided to local history/archaeology societies at the discretion of the HER staff.

These rates are valid until 30th March 2009.

All prices quoted are exclusive of VAT at 15%.

*Cambridgeshire Historic Environment Record
1st December 2008*