

APPENDIX 1A

LIBRARY SERVICE PROPOSED FEES AND CHARGES 2017-18

(Proposed changes are highlighted)

SUMMARY OF CHARGES:	Current	Date last changed	Proposed
RESERVATION CHARGES			
Items in stock in Brighton & Hove	£1.00	2016	£1.00
Inter-library loans from outside Brighton & Hove and the SELMS Consortium	£7. 00	2013	£7.00
Inter-library loans from authorities in the SELMS Consortium	£3.00	2013	£3.00
Access card holders – print and talking books in stock in Brighton & Hove	Free	Pre 1997	Free
Access card holders – all other materials incl AV in stock in Brighton & Hove	Half price	2008	Half price
Access card holders – all materials from outside Brighton & Hove	Full price	2016	Full price
Exempt card holders (people with learning disabilities) – All materials in stock in Brighton & Hove	Free	2008	Free
Exempt card holders (people with learning disabilities) – All materials from outside Brighton & Hove	Full price	2016	Full price
Concessionary Card Holders for items in stock in Brighton & Hove	Half price	Pre 1997	Half price
Concessionary Card Holders – All materials from outside Brighton & Hove	Full price	2016	Full price
Children & Young people’s reservations of items in stock in Brighton & Hove	50p	2016	50p
Children & Young people’s reservations of items of stock in Brighton & Hove – concessionary	25p	2016	25p
Children & Young people’s Inter-library loans from outside Brighton & Hove	£3.00	2016	£3.00
Basic Requests Service to obtain stock not currently in Brighton & Hove		New	Free
Full Requests Service to obtain stock not currently in Brighton & Hove		New	£7.00
Full Requests Service for Children & Young people to obtain stock not currently in Brighton & Hove		New	£3.00
All the above requests charges to cover the reservation or interlibrary loan of the stock so that only one charge is made			
All the above requests and reservation charges to be charged up-front	Charged on allocation		Charged up-front

Appendix

LOST ITEMS - CHARGES			
Books and other resources (all members)	Replacement cost	Pre 1997	Replacement cost
Library card replacement (all members)	£1.50	2016	£1.50
Libraries <i>Extra</i> card replacement (all members)	£2.00	2016	£2.00
TALKING BOOKS CHARGES			
Spoken word recordings (abridged editions) Single Issue Fee per 3 week loan	80p	Pre 2000	80p
Spoken word recordings (unabridged editions) Single Issue Fee per 3 week loan	£1.50	Pre 2000	£1.50
Spoken word loans to Access card holders	Free	Pre 1997	Free
Spoken word loans to Exempt card holders (people with learning disabilities)	Free	Pre 1997	Free
Spoken word loans to Concessionary card holders	Half price	Pre 1997	Half price
Language courses per 3 weeks (all members)	£2.00	Pre 2000	£2.00
AUDIO VISUAL AND MUSIC CHARGES			
Annual Subscription (enabling free CD loan and half price DVDs)	£30.00	2008	£30.00
Quarterly subscription (enabling free CD loan and half price DVDs)	£10.00	2008	£10.00
Music recordings Single Issue Fee for one week loan	£1.00	2008	£1.00
Scores per set – BHCC sets only	£60.00	2015	£60.00
DVD box set loans to adults – Hire charge per week	£5.00	2015	£5.00
DVD loans to adults – Hire charge per week for premium films	£3.00	2008	£3.00
DVD loans to adults – Hire charge per week for other DVDs	£2.00	2010	£2.00
DVD loans to children and young people – Hire charge per week	£1.50	2008	£1.50
All audio-visual loans to Access and concessionary card holders	Half price	2008	Half price
All audio-visual loans to Exempt Card Holders (people with learning disabilities)	Free	2009	Free
OVERDUE CHARGES			
Books on loan to adults - overdue charge per book per day with maximum charge of £8 per loan	Current 25p		Proposed 25p
Books on loan to children 0-19 - overdue charge per day with a maximum charge of £2.50 per loan	No charge	2008	10p
Music CDs on loan to adults - overdue charge per CD per day – (all members)	25p	2015	25p

Appendix

Toys - overdue charge per day	No charge	2008	No charge
DVD box sets on loan to adults	£1	2016	£1
DVDs on loan to adults – overdue charge per day – (all adult members)	60p	2008	60p
DVDs on loan to children and young people – overdue charge per day	30p	2005	30p
Spoken Word recording (abridged editions) – overdue charge per day	As books	Pre 2000	As books
Spoken Word recording (unabridged editions) – overdue charge per day	As books	Pre 2000	As books
Spoken Word recordings on loan to Access card holders and Exempt card holders	No charge	Pre 2000	No charge
Spoken Word recordings on loan to Concessionary card holders	As books	Pre 2000	As books
Language courses per 3 weeks (all members)	As books	Pre 2000	As books
Books and talking books on loan to Access card holders – overdue charges	Free	Pre 1997	Free
All loans, including loans of audio-visual material, to Exempt card holders (people with learning difficulties)	Free	2009	Free
USE OF COMPUTERS			
First hour per day	Free		Free
Additional hours – per hour or part of hour	£1		£1
Concessions – first two hours	Free		Free
Concessions – additional hours	£1		£1
Children and young people (0-19)	Free		Free
PRINTING, COPYING AND SENDING FAXES			
All charges apply to all library users:			
Printing from IT equipment A4 black & white	12p	2015	20p
A3 black & white	20p	2015	30p
A4 colour	60p	2015	£1
A3 colour	£1	2000	£1.50
Printing via WiFi A4 black & white	12p	2016	20p
A3 black & white	20p	2016	30p
A4 colour	60p	2016	£1
A3 colour	£1	2016	£1.50
Photocopier charges A4 black and white	12p	2015	20p
A3 black and white	20p	2015	30p
A4 colour	£1.00	2000	£1
A3 colour	£1.50	2000	£1.50

Appendix

Reader printer (Jubilee and Hove Libraries) per A4 sheet	50p	2015	50p	
Fax – sending - per page	£1.00	2001	£1.00	
Fax – receiving - per page	10p plus £2 handling charge	2008	10p plus £2 handling charge	
SUMMARY OF FEES FOR ADDITIONAL SERVICES:	Current	Last changed	Proposed	
RESEARCH FEES				
Research carried out by Library staff for private individual - flat rate fee per hour, plus any online fees, copying or printing costs.	£20	2010	£20	
Research carried out by Library staff for business/commercial user - flat rate fee per hour, plus any online fees, copying or printing costs.	£40	2010	£40	
EXHIBITIONS	Current		Proposed	
Jubilee Library – commercial hire – fee per week	£165	2016	£165	
Jubilee Library – discount - fee per week	£115	2016	£115	
Hove Library – fee per week	£30	2016	£30	
Hove Library - Hire of display cabinets – fee per week per cabinet	£20	2016	£20	
Community Libraries – fee per week		New	£15	
Administration fee for exhibitions		New	£40	
Above costs are within core library opening hours. Additional Facilities Management costs apply if access required outside these hours.				
HIRE OF LIBRARY PREMISES				
Charge per Session for Coldean, Hangleton, Hove, Patcham, Whitehawk and Woodingdean libraries. These libraries have good IT and other facilities which are included in the room hire.				
Commercial hire	Morning	£80	2012	£80
	Afternoon	£80	2012	£80
	Evening	£80	2012	£80
Discount rate:	Morning	£40	2015	£40
	Afternoon	£40	2015	£40
	Evening	£40	2015	£40
Charge per Session for Hollingbury, Moulsecomb, Portslade, Rottingdean, Saltdean and Westdene libraries.				
Commercial hire	Morning	£60	2012	£60
	Afternoon	£60	2012	£60

Appendix

	Evening	£60	2012	£60
Discount rate:	Morning	£30	2015	£30
	Afternoon	£30	2015	£30
	Evening	£30	2015	£30
Hire cost includes use of all facilities including IT at no extra cost.				
Library reserves right to pass on any additional costs incurred as a result of use, e.g. cleaning.				
Hire of one-to-one rooms in community libraries		£10 per hr	2016	£10 per hr
Hire of one-to-one rooms in community libraries – discount rate		£7.50 per hr	2016	£7.50 per hr
HIRE OF JUBILEE LIBRARY CONFERENCE ROOMS				
Standard Hire:				
Conference Hall - full day		£600	2016	£600
Conference Hall – half day		£400	2016	£400
Conference room 1 - full day		£300	2016	£300
Conference room 1 - half day		£190	2016	£190
Conference room 2 - full day		£340	2016	£340
Conference room 2 - half day		£240	2016	£240
Conference room 3 – full day		£260	2016	£260
Conference room 3 – half day		£160	2016	£160
Conference room 4 – full day		£160	2016	£160
Conference room 4 – half day		£80	2016	£80
One-to-one room – full day		£100	2016	£100
One-to-one room – part day		£15 per hr	2016	£15 per hr
Connect room – full day		£160	2016	£160
Connect room – half day		£80	2016	£80
Tony Miller Reading room – full day		£160	2016	£160
Tony Miller Reading room – half day		£80	2016	£80
Discount rate:				
Conference Hall - full day		£415	2016	£415
Conference Hall - half day		£300	2016	£300
Conference room 1 - full day		£195	2016	£195
Conference room 1 - half day		£120	2016	£120
Conference room 2 - full day		£235	2016	£235
Conference room 2 - half day		£155	2016	£155
Conference room 3 – full day		£170	2016	£170
Conference room 3 – half day		£100	2016	£100

Appendix

Conference room 4 – full day	£100	2016	£100
Conference room 4 – half day	£50	2016	£50
One-to-one room – full day	£50	2016	£50
One-to-one room – part day	£7.50 per hr	2016	£7.50 per hr
Connect room – full day	£100	2016	£100
Connect room – half day	£50	2016	£50
Tony Miller Reading room – full day	£100	2016	£100
Tony Miller Reading room – half day	£50	2016	£50
Evening supplement for all hires per hour	£35	2016	£35
Activity space in children’s library – hire per hour	£25	2008	£25
Library main hall – available for hire	POA		POA
Hire costs (exclusive of V.A.T.) includes use of all facilities including presentation and IT equipment at no extra cost.			
Above costs are within core library opening hours. Additional Facilities Management costs apply outside these hours.			
EVENTS AND ACTIVITIES			
For Adults:			
Coffee mornings including	£1	2015	£1
Talks / events / performances – usual charge	£3-£5	2015	£3-£5
Book and writing groups – external group fee p.a.	£30	2015	£30
Book and writing groups – in-house group fee per person p.a.	£5	2015	£5
Concessions	Half price	2015	Half price
For Children (up to age 19):			
Baby boogie per child	Donation suggest £1	2015	Donation suggest £1
Craft Activities	Cost of activity minimum £1	2015	Cost of activity minimum £1
Talks / events / performances – usual charge	Cost of Event minimum £1	2015	Cost of Event minimum £1
Concessions	Half price	2015	Half price
People with learning disabilities, for example Compass Card holders are exempt from charges so will be able to attend the activities and events for free.			
There will still be some events and activities that Libraries will put on for free as part of special projects, for instance, to reach vulnerable people.			

Appendix

There may be special circumstances where the cost of putting on a high profile event will require a higher charge.

MISCELLANEOUS

Tours of Jubilee Library

£25

2008

£25

IMAGE REQUESTS – SERVICE FEES

See
separate
list

2006

See
separate
list

REPRODUCTION CHARGES

See
separate
list

2006

See
separate
list

Appendix

SUMMARY OF CONCESSIONS AND EXEMPTIONS	
CONCESSIONARY CARD HOLDERS	
Concessionary cards are for people on low income or for people with disabilities . Suitable proof of entitlement is required. (See list of accepted proofs)	
Card holder entitlement:	
Audio-visual materials, talking books, - hire charges	Half price
Reservations – all Brighton & Hove materials	Half price
Reservations – all materials from outside Brighton & Hove	Full price
Full Requests Service to obtain stock not currently in Brighton & Hove	Full price
All overdue charges	Full price
Events and activities	Half price
Computer use – First two hours per day	Free
Computer use – additional hours per day	£1
Language courses – hire charges and overdue charges	Full price
Lost card charge (ordinary card and Libraries <i>Extra</i> card)	Full price
All other fees and charges	Full price
SENIOR CITIZENS DISCOUNT SUBSCRIPTION CARD	
People aged 60 or over can purchase an audio-visual discount card that will entitle them to half price audio-visual loans. Suitable proof of entitlement is required. (See list of accepted proofs)	
Annual or quarterly subscription card entitles holder to: Free CD loans Half price DVD loans (maximum 4 items at any one time)	Half price
ACCESS CARD HOLDERS	
Access cards are only available for housebound people and people who cannot use standard print – e.g. people with visual impairment, or people with dyslexia, or those with a physical disability that prevents them holding a book. They are available to adults, children and young people. Suitable proof of entitlement is required. (See list of accepted proofs)	
Card holder entitlement:	

Appendix

Talking books – issues and overdue charges	Free
Overdue charges – books	Free
Reservations – print and talking books in stock in Brighton & Hove	Free
Reservations – all other materials in stock in Brighton & Hove	Half price
Reservations – all materials from outside Brighton & Hove	Full price
Full Requests Service to obtain stock not currently in Brighton & Hove	Full price
Audio-visual materials – hire	Half price
Audio-visual materials – overdue charges	Full price
Language courses – hire charges and overdue charges	Half price
Lost card charge (ordinary card and Libraries <i>Extra</i> card)	No charge
All other fees and charges	Full price
EXEMPT CARD HOLDERS (PEOPLE WITH LEARNING DISABILITIES)	
Exempt cards are available for adults with learning disabilities, children with learning disabilities and special needs. Suitable proof of entitlement is required. (See list of accepted proofs)	
Card holder entitlement:	
Overdue charges - all materials	Free
Reservations – all Brighton & Hove materials	Free
Reservations – all materials from outside Brighton & Hove	Full price
Full Requests Service to obtain stock not currently in Brighton & Hove	Full price
Talking books – issues	Free
Audio-visual materials – hire	Free
Computer use	Free
Events and activities	Free
Language courses – hire charges and overdue charges	Full price
Lost card charge (ordinary card and Libraries <i>Extra</i> card)	No charge
All other fees and charges	Full price

