

APPENDIX 1A

LIBRARY SERVICE PROPOSED FEES AND CHARGES 2015-16

(Proposed changes are highlighted)

SUMMARY OF CHARGES:	Current	Date last changed	Proposed
RESERVATION CHARGES			
Items in stock in Brighton & Hove	50p	2008	90p
Inter-library loans from outside Brighton & Hove and the SELMS Consortium	£3.50	2013	£7.00
Inter-library loans from authorities in the SELMS Consortium	£2.00	2013	£3.00
Print Disabled card holders – print and talking books	Free	Pre 1997	Free
Print Disabled card holders – all other materials incl AV	Half price	2008	Half price
Exempt card holders (people with learning disabilities) – All materials	Free	2008	Free
Concessionary Card Holders	Half price	Pre 1997	Half price
Children and young people's reservations	Free		Free
LOST ITEMS - CHARGES			
Books and other resources (all members)	Replacement cost	Pre 1997	Replacement cost
Computer ticket replacement (all members)	£1.00	Pre 2000	£1.00
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 Print Disabled 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

Appendix

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	£15.00	2013	£60.00
DVD box set loans to adults – Hire charge per week	£3.00	2008	£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 print disabled 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	Current		Proposed
Books on loan to adults - overdue charge per book per day with maximum charge of £8 per loan	20p	2010	25p
Books on loan to children and young people - overdue charge per day	No charge	2008	No charge
Music CDs on loan to adults - overdue charge per CD per day – (all members)	20p	2008	25p
Toys - overdue charge per day	No charge	2008	No charge
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
Books and talking books on loan to print disabled 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	Free		£1
Concessions – first two hours	Free		Free
Concessions – additional hours	Free		£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	10p	2002	12p
A3 black & white	15p	2002	20p
A4 colour	50p	2000	60p

Appendix

	A3 colour	£1	2000	£1
Photocopier charges	A4 black and white	10p	2000	12p
	A3 black and white	15p	2000	20p
	A4 colour	£1.00	2000	£1.00
	A3 colour	£1.50	2000	£1.50
	Reader printer (Jubilee and Hove Libraries) per A4 sheet	25p	2000	50p
	Fax – sending - per page	£1.00	2001	£1.00
	Fax – receiving - per page	10p		10p
		plus £2 handling charge	2008	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		£100	2008	£150
Jubilee Library – discount - fee per week		£50	2008	£100
Hove Library – fee per week		£20	2008	£20
Hove Library - Hire of display cabinets – fee per week per cabinet		£10	2008	£10
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	£25	2012	£40
	Afternoon	£25	2012	£40
	Evening	£25	2012	£40
Charge per Session for Hollingbury, Moulsecoomb, Portslade,				

Appendix

Rottingdean, Saltdean and Westdene libraries.				
Commercial hire	Morning	£60	2012	£60
	Afternoon	£60	2012	£60
	Evening	£60	2012	£60
Discount rate:	Morning	£25	2012	£30
	Afternoon	£25	2012	£30
	Evening	£25	2012	£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 JUBILEE LIBRARY CONFERENCE ROOMS				
Standard Hire:				
Conference Hall - full day		£575	2008	£575
Conference Hall – half day		£380	2008	£380
Conference room 1 - full day		£290	2008	£290
Conference room 1 - half day		£180	2008	£180
Conference room 2 - full day		£320	2008	£320
Conference room 2 - half day		£220	2008	£220
Conference room 3 – full day		£250	2008	£250
Conference room 3 – half day		£150	2008	£150
Discount rate:				
Conference Hall - full day		£400	2008	£400
Conference Hall - half day		£290	2008	£290
Conference room 1 - full day		£180	2008	£190
Conference room 1 - half day		£110	2008	£115
Conference room 2 - full day		£220	2008	£220
Conference room 2 - half day		£140	2008	£140
Conference room 3 – full day		£150	2008	£165
Conference room 3 – half day		£90	2008	£95
Evening supplement for all hires per hour		£25	2008	£30
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				

Appendix

For Adults:			
Coffee mornings including	Free	New	£1
Talks / events / performances – usual charge	Free	"	£3-£5
Book and writing groups – external group fee p.a.	Free	"	£30
Book and writing groups – in-house group fee per person p.a.	Free	"	£5
Concessions	Free	"	Half price
For Children (up to age 19):			
Baby boogie per child	Free	New	Donation suggest £1
Craft Activities			
	Free	"	Cost of activity minimum £1
Talks / events / performances – usual charge	Free	"	Cost of Event minimum £1
Concessions	Free	"	Half price
<p>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.</p> <p>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.</p> <p>There may be special circumstances where the cost of putting on a high profile event will require a higher charge.</p>			
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 materials	Half 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
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
PRINT DISABLED CARD HOLDERS	
Print disabled cards are only available for 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. Suitable proof of entitlement is required. (See list of accepted proofs)	
Card holder entitlement:	
Talking books – issues and overdue charges	Free
Reservations – print and talking books	Free
Reservations – all other materials	Half price

Appendix

Audio-visual materials – hire	Half price
Audio-visual materials – overdue charges	Full price
Language courses – hire charges and overdue charges	Full price
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 materials	Free
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
All other fees and charges	Full price

