

## Fees and Charges from 9 September 2008

The following tables contain the fees and charges applicable to the library service. Discounts for some hire items have been included for Swindon Card Holders.

Charges in **Black** are standard charges

Charges in **Green** indicate a discount for Swindon Card holders or are free

Charges in **Red** indicate an extra charge or fine for late returns

### Membership Card Replacement

Item	Charge
Replacement Adult Card	<b>£2.00</b>
Replacement Children's Card	<b>£1.00</b>

### Overdue Charges for Books

Item	Fine for Overdue Books	Maximum Charge
Adult Book	<b>£0.16 per day</b>	<b>£5.00</b>
Children's Book	<b>£0.06 per day</b>	<b>£1.00</b>
Books – Borrowed by Children Under 5	<b>No Charge</b>	<b>No Charge</b>

### Overdue Notice Charge

Item	Charge
Postage charge for over notice sent to borrower	<b>Second class post</b>

### Hire Charges for Non Renewable Items

Item	Charge	Swindon Card Holders		Overdue Charge per week or part week per item	Maximum Charge
		Card only	Concession 1 or 2		
Music CD (Single/set)	<b>£1.00 per week</b>			<b>£1.00</b>	<b>£15.00</b>
Budget Video/DVD (Single/sets up to 2)	<b>£1.50 per week</b>	<b>£1.30 per week</b>	<b>£1.00 per week</b>	<b>£1.50</b>	<b>£10.00</b>
Premium Video/DVD (Single/sets up to 2)	<b>£3.00 per week</b>			<b>£3.00</b>	<b>£15.00</b>
Budget Console Game	<b>£2.50 per week</b>	<b>£2.30 per week</b>	<b>£2.00 per week</b>	<b>£2.50</b>	<b>£10.00</b>
Premium Console Game	<b>£3.50 per week</b>			<b>£3.50</b>	<b>£15.00</b>
Short Language Courses	<b>£1.50 per 3 weeks</b>			<b>£0.75</b>	<b>£20.00</b>
Long Language Courses	<b>£3.00 per 3 weeks</b>			<b>£1.50</b>	<b>£45.00</b>

## Fast Film Collection

Item	Charge	Overdue Charge per hire period or part hire period	Maximum Charge
Fast Film DVD	£1.50 2 Day Hire	<b>£1.50</b>	<b>£15.00</b>

## Audio Books

Item	Charge Per 3 weeks	Swindon Card Holders			Overdue Charge per day per item	Maximum Charge per Item
		Card only	Concession 1	Concession 2		
Adult Audio Book	£1.50	<b>£1.00</b>	<b>£0.70</b>	<b>Free</b>	<b>£0.16</b>	<b>£15.00</b>
Children's Audio Book	<b>Free</b>				<b>£0.06</b>	<b>£1.00</b>
Audio Book – Borrowed by Children Under 5	<b>Free</b>				<b>No Charge</b>	<b>No Charge</b>

## Request Charges

Service	Charge for Over the Internet, PN Terminal or OPAC	Charge for Request completed by Library Staff
Adult Borrowers reserving adult items in stock	<b>Free</b>	£0.50
Adult Borrowers reserving adult items not in stock	<b>Free + ILL Charge</b>	£0.50 + ILL Charge
Borrowers under 18 reserving in stock items	<b>Free</b>	<b>Free</b>
Borrowers under 18 reserving non stock items	<b>Free + ILL Charge</b>	<b>Free + ILL Charge</b>
Sound and Vision (including videos, DVDs, Console Games, Music CDs)	<b>Free</b>	<b>Free</b>
Audio Books	<b>Free</b>	£0.50

### Please note:

- Payments for requests are due at the time the request is made
- The charge is **non-refundable** in the event of the request not being satisfied

## Inter Library Loan Costs

The following Inter Library Loan charges are in addition to the initial request charge where an item is borrowed from a library outside the Borough of Swindon.

Item	Charge	British Library Document System (penalty charges on book loans)
All Items	£2.50	<b>£120.71 + VAT</b>

Item	Charge	Overdue Charge
Worldwide search. If an item is not available in the UK a worldwide search can be done and the customer advised of the cost before proceeding.	<b>Approx £40.00 per item</b>	<b>Not applicable</b>

## Damaged or Lost Stock

Item	Criteria	Charge
<b>Book Stock</b>	Superficial damage	<b>£1.00 per item</b>
	Re-binding	<b>£5.00 per item</b>
	Items lost, not returned or damaged beyond further use	<b>Replacement cost</b>
	British Library lost items subsequently lost items	<b>Minimum £100.00 BL charge or actual cost of item if greater</b>
<b>Sound and Vision</b>	Items lost, not returned or damaged beyond further use	<b>Replacement cost</b>
<b>Audio Books</b>	Items lost, not returned or damaged beyond further use	<b>£5.00 per tape/disc</b>

### Please note:

- If stock is lost and paid for but is subsequently found and returned for refund, a charge of £2 will be deducted from each refund transaction to cover administration costs
- For stock items valued at £2 or less, no refund will be given
- There is no charge for children under 5 damaging an under 5s book

## Loan Charges

Item	Charge	Note
Deposit covers items borrowed without membership card or ticket	<b>£20.00 per item</b>	<b>Full refund on safe return of item</b>

## Music and Drama Charges

Item	Charge	Overdue Charge
Request fee at collection	<b>£0.50</b>	<b>£10.00 per loan per month, once the request return date has passed</b>
Vocal Scores (for each multiple of 80 copies or part thereof)	<b>£20.00 for 80</b>	
Orchestral sets	<b>£5.00 per set</b>	
Play Sets	<b>£5.00 per set</b>	

### Please note:

For cancelled or uncollected sets the full hire charge (as described in the table above) will be levied. For missing or damaged items from within a set:

- The library cannot accept the return of incomplete sets
- The hiring group is responsible for replacing lost or damaged items
- Where an item being replaced is in print, the hiring group should notify library staff so that overdue charges are not levied
- Where an item being replaced is out of print, the hiring group should notify library staff, who will accept the incomplete set and invoice the hiring group for the missing item(s)

## Exhibitions

### Please note that charges apply where:

- An entrance fee is charged for an exhibition
- Items are offered for sale at the exhibition
- The exhibition serves as an advertisement for products and/or services

Exhibition organisers must make all exhibitors aware that the library will take commission on all sales made at an exhibition. The commission rate is 18% plus VAT. Exhibitors are required to issue a receipt for all payments received at the exhibition.

Item	Charge
Exhibition space	<b>£20.00 per week</b>
Exhibition previews	<b>£30.00</b>
Admin and staffing costs	<b>As appropriate</b>

## Photocopies and Computer Printing Charges

The following charges apply to all libraries that have public use photocopying facilities and for printing from library public access computers.

Item	Black and White		Colour	
	Single Sided	Double Sided	Single Sided	Double Sided
A4 copies	10p per copy	20p per copy	30p per copy	60p per copy
A3 copies	20p per copy	40p per copy	60p per copy	£1.20 per copy

## Microfilm and Microfiche Printing

Item	Method	Charge
A4 sheet	Printed by Staff	<b>£1.00 per copy</b>
A3 Sheet	Printed by Staff	<b>£1.50 per copy</b>
A4 Sheet	Self Service	<b>40p per copy</b>
A3 Sheet	Self service	<b>80p per copy</b>
Postage and packaging		<b>As applicable</b>

## Fax Charges

All charges are per minute or part minute

Item	Charge
Within the UK	<b>£1.00</b>
Rest of World	<b>£2.00</b>
Receive	<b>£1.00</b>

## Laminating Charges

Item	Charge
A4	<b>£1.00 per pouch</b>
A3	<b>£2.00 per pouch</b>

## Peoples Network (PN) Visitor Charges

Item	Detail	Charge	Restrictions
Use of PN PC	Minimum period 15 minutes	50p	Up to a maximum of 2 hours per day per person
	Up to 30 minutes	£1.00	
	Up to 1 hour	£2.00	

## Computer Consumable Charges

Item	Charge
Audio Headsets	<b>£1.20</b>
1GB Memory Stick	<b>£8.00</b>

## Promotional Screen Advertising

Item	Charges	
	Community	Commercial
Screening at one Site	£5.00 per week	£10.00 per week
Screening at Multiple Sites	£15.00 per week	£30.00 per week

### Please Note:

- Fees must be paid before advertising takes place
- Longer periods of advertising can be negotiated

## Extended Research Charges

Item	Detail	Charge	Remarks
Extended research Charges (only available at the Central Library)	First 30 minutes	Free	If charges apply all fees must be paid in advance before research results are supplied
	Every 15 minute period thereafter	£4	

## Central Library Image Collection

Charges are comprised of the 6 following elements:

Element	Detail		Charge
<b>1 - Copyright</b>	Obtained by customer from copyright holder in writing		
<b>2 - Reproduction</b>	<b>Band A</b>	Decorative display (e.g. public houses, offices, commercial)	£22.00
	<b>Band B</b>	Publishing Groups	£18.00
	<b>Band C</b>	Local Interest Groups	£10.00
<b>3 - Staff Time</b>			£16.00 per hour
<b>4 - Processing</b>			As applicable
<b>5 - VAT</b>			
<b>6 - Postage and Packing</b>			

## Charge for Photography by User

Item	Charge
Use of Own Camera to capture images and text	£2.00 Per Day

### Please note:

- A form must be completed for photographs taken

## Room Hire

Room Size	Charges per Hour	
	Community Hire	Commercial and Private Hire
Up to 10 people	<b>£7.00</b>	<b>£9.00</b>
Up to 20 people	<b>£8.50</b>	<b>£10.50</b>
Up to 50 people	<b>£10.00</b>	<b>£12.00</b>

### Please note:

- An extra charge will be incurred for staff time if hire is during a library-closed period
- Please speak to a member of the library staff for details