

## Fees and Charges

### 1 April 2024 – 31 March 2025

(Revised September 2024)

#### Membership Card Replacement

Item	Charge
Replacement Adult card	<b>£2.70</b>
Replacement Child/Young Adult card	<b>£1.50</b>

#### Overdue Books

Item	Fine for Overdue Books per day per item	Maximum Charge
Books borrowed by Adults 18 and over	<b>£0.35</b>	<b>£5.25</b>
Books borrowed by Child/Young Adult under 18	<b>No Charge</b>	<b>No Charge</b>

#### Audiobooks

Item	Charge Per 3 Weeks	Overdue Charge per day per item	Maximum Charge Per Item
Audiobooks borrowed by Adults 18 and over	<b>£2.70</b>	<b>£0.35</b>	<b>£5.25</b>
Audiobooks borrowed by Child/Young Adult under 18	<b>No Charge</b>	<b>No Charge</b>	<b>No Charge</b>

#### Reservations for items held in stock in Swindon Libraries

Service	Charge
Adult borrowers reserving items in stock*	<b>£1.60</b>
SuperReserver annual subscription	<b>£32.00</b>
MiniReserver 90 day subscription	<b>£8.00</b>

\* Charges do not apply to library users who are registered housebound, visually impaired, use the home library service, or those who are under 18 years of age.

Customers can make recommendations for items not currently in stock by completing a stock suggestion form or by email. Forms available in libraries.

## Reservations for items not held in stock in Swindon Libraries

Item	Charge	British Library Item	British Library Document System (Penalty Charges on Book Loans)
All items	<b>£1.60* + £7.40</b>	<b>At cost (currently £22.80)</b>	<b>from £194.80</b>
Periodicals	<b>£1.60* + £7.40 + 20p per A4 B/W Page</b>		

\*The initial reservation charge of **£1.60** is not refundable. Once the item has been ordered cancellation is not possible and the customer will still be liable for the charges (**£7.40 or £22.80** if item is from BL)

## Damaged or Lost Stock

Item	Description	Charge
Swindon Library items (with the below exceptions)	Items lost, not returned or damaged beyond further use	<b>Replacement cost</b>
Adult Audiobooks	Items lost, not returned or damaged beyond further use	<b>Replacement cost or £42.00 if unable to replace</b>
Children's Audiobooks	Items lost, not returned or damaged beyond further use	<b>Replacement cost or £26.25 if unable to replace</b>
British Library Stock	Items lost, not returned or damaged	<b>Minimum £186.80 BL charge or actual cost of item if greater</b>

If stock is lost and paid for but is subsequently found and returned for refund, a charge of **£4.00** will be liable for each refund transaction to cover administration costs.

For stock items valued at **£4.00** or less, no refund will be given.

No charge is made for damage to picture/board books whilst on loan to a child under the age of 5.

## Loans

Loan Charges Item	Charge	Note
Deposit covers items borrowed without membership card or ticket	<b>£22.00 per item</b>	Full refund on safe return of item

## Reading Group Charges

Charge per person	Entitlement
<b>£16.00 per year</b>	10 titles

## Photocopies and Computer Printing Charges

The following charges apply to all libraries that have public use photocopying facilities, for printing from library public access computers or by Wi Fi Printing services.

This charge will be revised once the Council project to replace the current photocopiers is complete

Item	Black and White		Colour	
	Single Sided	Double Sided	Single Sided	Double Sided
A4 copies	<b>20p per copy</b>	<b>40p per copy</b>	<b>45p per copy</b>	<b>90p per copy</b>
A3 copies	<b>30p per copy</b>	<b>60p per copy</b>	<b>55p per copy</b>	<b>£1.10 per copy</b>

## Microfilm and Microfiche Printing

Item	Charge
A4 Sheet	<b>£0.55</b>
A3 Sheet	<b>£1.10</b>
Postage and packaging	<b>Actual cost</b>

## People's Network (PN) Visitors

People's Network (PN) Visitor Charges Item	Detail	Charge	Restrictions
Use of PN PC	For each period of 15 minutes	<b>£1.60</b>	Up to a maximum of 2 hours per day per person

## Local Studies Extended Research

For longer enquiries, searches, or project work. Please contact Local Studies for more information.

Detail	Charge
First 30 minutes	<b>Free</b>
Every 30 minute period thereafter (up to 3 hours)	<b>£25.00</b>
For half day (3.5 hours)	<b>£150.00</b>
For full day (7.5 hours)	<b>£300.00</b>

## Local Studies Historic Images Collection – Charges

Charges: **£25.00 + VAT** per image file all publication, online use, broadcast, commercial and decorative display. This is a one-off, non-exclusive, non-transferable license. The customer acquires no rights, including without limitation copyright and other intellectual property rights, in the licensed material other than a license granted in accordance with these terms. A new application is required for any further reproduction other than as specified under this license agreement.

- Further costs to be added as applicable (postage & packing, rescanning, additional image processing, CD-R/USB storage).
- Charges may be negotiated for local heritage groups, charity & non-profit use.
- Some of our images may be under third-party copyright.
- This charge covers the supply of image files and staff time. It is not contingent upon use or publication.
- Images should be credited to "Local Studies (Swindon Libraries)" wherever possible.
- A4 photographic prints may be ordered for **£5.00 (inc. UK postage and packing)**

## Library Space and Exhibition Hire

Payment for all charges over **£30** should be made at least 10 days in advance  
An extra charge will be made for any staffing required (either during closed periods, preparation time for hire or room set up at cost).

## Hire of a Library for Private Function/Event (when space available)

Library	Community Hire	Commercial and Private Hire
Session can be 3 hours morning, afternoon or evening	Charge per session	Charge per session
Central Library Conversation Space - ground floor capacity 150	From £25	From £50

An additional cost for security will apply. Central Library for the whole booking period, other locations for opening and closing up of buildings. Charges will be at cost.

## Display Charges

The following charging bands apply for all mounted and table top displays\*

Type of Display	Charge per day
Commercial organisation or national charity organisation promoting business and/or offering products for sale	£55
Swindon charities and Swindon community groups	£15

\* A table top display is 1 table (160cm long) and 2 chairs, a mounted display can be up to 2.5m long. For larger displays additional charges may apply.

## Art Exhibitions

Central Library Courtyard Gallery	£65 per week*
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\* Should an exhibition require pictures or exhibits to be fixed to the wall, the wall must be made good by the hirer after the exhibition.