

Swindon Libraries

Fees and Charges

1 April 2018 – 31 March 2019

Membership card replacement

Item	Charge
Replacement Adult card	£2.10
Replacement Child card	£1.05

Overdue Books

Item	Fine for Overdue Books per day	Maximum Charge
Adult book	£0.30	£4.50
Children's book	£0.10	£1.50
Book borrowed by child under 5	No Charge	No Charge

Overdue Notice

Item	Charge
Postage charge for overdue notice sent to borrower	Admin & postage

Non-Renewable items

Item	Charge	Overdue Charge Per Week or Part Week per item	Maximum Charge
Budget DVD/Blu-ray (single/sets up to 2)	£2.50 per week	£2.50	£7.50
Children's DVD	£1.25 per week	£1.25	£7.50
Language courses	£2.00 per 3 weeks	£0.75	£10.00

Fastfilm Collection

Item	Charge	Overdue Charge per Hire Period or Part Hire Period	Maximum Charge
Fastfilm DVD/Blu-ray	£2.50 per 3 day hire	£2.50 per 3 day hire	£15.00

TV Series

Item	Charge	Overdue Charge per Hire Period or Part Hire Period	Maximum Charge
TV Series	£3.00 per week	£3.00 per week	£18.00

Audiobooks

Item	Charge Per 3 Weeks	Overdue Charge Per Day Per Item	Maximum Charge Per Item
Adult audio book	£2.50	£0.30	£5.00
Children's audio book	No charge	£0.10	£1.50
Audio book borrowed by child under 5	No charge	No Charge	No Charge

Reservations

Service	Charge	Remarks
Adult borrowers reserving items in stock*	£1.10	
Non-collection of reserved items	£0.60	
Super reserver	£22.00	annually

* 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 suggestion form.

Inter-Library Loans

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

Item	Charge	British Library Item	British Library Document System (Penalty Charges on Book Loans)
All items	£5.00	£9.00	from £156.50

*The initial reservation charge is not refundable. Once the Inter-Library Loan has been ordered cancellation is not possible, and the customer is still liable for the 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.

Item	Charge	Overdue Charge
Worldwide search	Actual Cost to be advised	At Cost

Damaged or Lost Stock

Item	Criteria	Charge
Book	Superficial damage	£2.00 per item
Book	Items lost, not returned or damaged beyond further use	Replacement cost +£3.00 admin fee
Book	British Library lost items, subsequently lost items	Minimum £156.50 BL charge or actual cost of item if greater
Sound and vision	Items lost, not returned or damaged beyond further use	Replacement cost + £3.00 admin fee
Adult Audio books	Items lost, not returned or damaged beyond further use	Replacement cost or £40.00 if unable to replace + £3.00 admin fee
Children's Audio books	Items lost, not returned or damaged beyond further use	Replacement cost or £25.00 if unable to replace + £3.00 admin fee

*If stock is lost and paid for but is subsequently found and returned for refund, a charge of £3 will be deducted from each refund transaction to cover administration costs.

*For stock items valued at £3 or less, no refund will be given.

*There is no charge for children under 5 damaging an under-5s book.

Loans

Loan Charges Item	Charge	Note
Deposit covers items borrowed without membership card or ticket	£20.00 per item	Full refund on safe return of item

Reading Group Charges

Charge per Person	Entitlement
£11 per Year	10 titles per year

***Payment to be made annually**

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	15p per copy	30p per copy	40p per copy	80p per copy
A3 copies	25p per copy	50p per copy	50p per copy	£1.00 per copy

Microfilm and Microfiche Printing

Item	Charge
A4 Sheet	£0.60
A3 Sheet	£1.10
Postage and packaging	Actual cost

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	£1.20	Up to a maximum of 2 hours per day per person

Computer Consumables

Computer Consumable Charges Item	Charge
2GB memory stick	£3.50

Local Studies Extended Research

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

Detail	Charge
First 30 minutes	Free
Every 30 minute period thereafter (up to 3 hours)	£15.00
For half day (3.5 hours)	£75
For full day	£150

Local Studies Historic Images Collection – Charges

Charges: £15.00 + VAT per image for 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, additional image processing, CD-R/USB storage).
- Charges may be negotiated for local heritage groups, charity & non-profit use, etc.
- Some of our images may be under third-party copyright.
- This charge covers the supply of the image(s) and staff time. It is not contingent upon use or publication.
- Images should be credited to “Local Studies (Swindon Libraries)” wherever possible.

Hire of Peoples Network (PN) Computers for Training

Hire Type	Per Hour	Daily Rate
Not for Profit Hire with up to 10 computers	£10.00	£60.00
Commercial Hire with up to 10 computers	£20.00	£120.00

Space Hire

Art Exhibitions

Central Library Courtyard Gallery	£50 per week	10% discount for bookings of 4 weeks or more
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Display Charges

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

Type of Display	Charge
<ul style="list-style-type: none"> • Commercial organisation promoting business and/or offering products for sale 	£50.00 per day
<ul style="list-style-type: none"> • National charity organisation selling products/signing up members 	£250 per week
<ul style="list-style-type: none"> • Swindon charities selling products/signing up members 	£25 per day £100 per week
<ul style="list-style-type: none"> • Swindon charities not selling products or memberships • Swindon community groups 	£10 per day £50 per week
<ul style="list-style-type: none"> • Charities not selling products or memberships 	£25 per day £100 per week
Displays for events/books that are sold Library Shop in the Central Library	£10 per day £50 per week

*A week means Mon-Sun consecutively but organisations should make themselves aware of the open and closed times/days for the library where the display is to be based:

<https://www.swindon.gov.uk/directory/18/libraries>

*Full payment is required 10 days in advance of the booking

Room Hire

There are meeting rooms available at Highworth and North Swindon Libraries.

Room Size	Community Hire		Commercial and Private Hire	
	First Hour	Per Hour After the First Hour	First Hour	Per Hour After the First Hour
Up to 10 people	£16.00	£8.00	£32.00	£16.00
Up to 20 people	£22.00	£11.00	£44.00	£22.00

*An extra charge will be incurred for staff during closed periods and if required as part of the set-up and take-down

*Discounts on multiple bookings are available and must be paid for in advance

Please contact the library service for further details:

https://www.swindon.gov.uk/info/20026/libraries/833/exhibition_space_and_venue_hire

Library Space Hire

The Library Service has various spaces that can be used such as the Reading Room at Central Library:

Space Size	Community Hire		Commercial and Private Hire	
	First Hour	Per Hour After the First Hour	First Hour	Per Hour After the First Hour
Up to 10 people	£16.00	£8.00	£32.00	£16.00
Up to 20 people	£22.00	£11.00	£44.00	£22.00
Up to 50 people	£30.00	£15.00	£75.00	£40.00

Exclusive use of whole library space (excluding Central Library) is available on an individual basis and the cost will depend on the nature of the booking. Please contact us to discuss.

Bookings for exhibitions, displays and space hire can be made at:

https://www.swindon.gov.uk/info/20026/libraries/833/exhibition_space_and_venue_hire