

Fees and Charges from 5 April 2010

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	£2.00
Replacement Children's Card	£1.00

Overdue Charges for Books

Item	Fine for Overdue Books	Maximum Charge
Adult Book	£0.20 per day	£5.00
Children's Book	£0.07 per day	£1.00
Books – Borrowed by Children Under 5	No Charge	No Charge

Overdue Notice Charge

Item	Charge
Postage charge for over notice sent to borrower	Second class post

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)	£1.00 per week			£1.00	£15.00
Budget Video/DVD (Single/sets up to 2)	£1.50 per week	£1.30 per week	£1.00 per week	£1.50	£10.00
Console Games	£1.50 per week	£1.30 per week	£1.00 per week	£1.50	£10.00
Short Language Courses	£1.50 per 3 weeks			£0.75	£20.00
Long Language Courses	£3.00 per 3 weeks			£1.50	£45.00

Fastfilm Collection

Item	Charge	Overdue Charge per hire period or part hire period	Maximum Charge
Fastfilm DVD	£1.50 3 Day Hire	£1.50	£15.00

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	£1.00	£0.70	Free	£0.16	£15.00
Children's Audio Book	Free				£0.06	£1.00
Audio Book - Borrowed by Children under 5	Free				No Charge	No Charge

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	Free	£0.50
Adult Borrowers reserving adult items not in stock	Free + ILL Charge	£0.50 + ILL Charge
Borrowers under 18 reserving in stock items	Free	Free
Borrowers under 18 reserving non stock items	Free + ILL Charge	Free + ILL Charge
Sound and Vision (including videos, DVDs, Console Games, Music CDs)	Free	Free
Audio Books	Free	£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	£120.71 + VAT

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.	Approx £40.00 per item	Not applicable

Damaged or Lost Stock

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

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	£20.00 per item	Full refund on safe return of item

Music and Drama Charges

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

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	£20.00 per week
Exhibition previews	£30.00
Admin and staffing costs	As appropriate

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	£1.00 per copy
A3 Sheet	Printed by Staff	£1.50 per copy
A4 Sheet	Self Service	40p per copy
A3 Sheet	Self service	80p per copy
Postage and packaging		As applicable

Fax Charges

All charges are per minute or part minute

Item	Charge
Within the UK	£1.00
Rest of World	£2.00
Receive	£1.00

Laminating Charges

Item	
A4	£1.00 per pouch
A3	£2.00 per pouch

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	£1.20
1GB Memory Stick	£8.00

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	

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Commercial use: **£10.00 + VAT per image**

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- Further costs to be added as applicable (postage & packing, additional image processing, CD-R/USB storage).
- Charges may be negotiated or waived in the case of local heritage groups or societies, charity & non-profit use, etc.
- Some of our images may be under third-party copyright.
- In all cases, images should be credited to “Swindon Collection, Central Library” wherever possible.

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	£5	£10
Up to 20 people	£8.50	£10.50
Up to 50 people	£10.00	£12.00

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

Hire of Peoples Network (PN) Computers for Training

	Per Hour	Daily Rate
Not for Profit Hire with up to Up to 10 computers	£5	£30
Commercial Hire with Up to 10 computers	£10	£60