

Libraries schedule of charges 2015 / 16

LATE RETURN CHARGES	2015 / 16	2015 / 16 CONCESSION £
Daily charge: aged 0 – 17	0.00	0.00
Daily charge: aged 18 +	0.20	0.10
Maximum charge (books)	12.00	6.00
Maximum charge (audio visual items)	14.20	7.10
British Library loans	At cost	At cost

REPLACEMENT LIBRARY CARD	2015 / 16	2015 / 16 CONCESSION £
Aged 0 – 17	1.20	0.55
Aged 18 +	2.30	1.15
REPLACEMENT RICHMOND CARD	2015 / 16	2015 / 16 CONCESSION £
Richmond Card (first replacement)	0.00	0.00
Richmond Card (subsequent replacements)	5.40	5.40

RESERVATION CHARGES	2015 / 16	2015 / 16 CONCESSION £
(a) Items in stock in Richmond upon Thames		
All ages	0.00	0.00
(b) Items in stock in the SELMS Consortium		
All ages (Statutory Fixed Charge)	3.00	3.00
(c) Items not in stock in the SELMS Consortium		
Inter-Library Loan reservations	5.70	4.00
Inter-Library Loan renewals	At cost	At cost

Libraries schedule of charges 2015 / 16

RESERVATION CHARGES	2015 / 16	2015 / 16 CONCESSION £
(d) Items from the British Library		
British Library reservations	9.00	4.80
British Library reservation renewals	4.45	4.45
Periodical article from BL holdings – electronic	9.95	9.95
Periodical article from non-BL holdings - electronic	20.90	20.90
Periodical article from BL holdings – hard copy	11.45	11.45
Periodical article from non-BL holdings – hard copy	21.90	21.90
British Library penalties	At cost	At cost
(e) Reservations for and loan of drama sets and vocal scores		
Up to 25 parts	17.30	17.30
26 – 50 parts	34.60	34.60
51 – 75 parts	51.90	51.90
76 – 100 parts	69.20	69.20

Overdue charge – a repeat loan charge is made once the requested return date has passed.
Part-returns will not be accepted.

NOTIFICATION CHARGES	2015 / 16	2015 / 16 CONCESSION £
Postal notifications	At cost	At cost
Email notifications	0.00	0.00
Email pre-notifications	0.00	0.00

MEDIA HIRE CHARGES	2015 / 16 STANDARD £	2015 / 16 CONCESSION £
Audio books	0.00	0.00
Music CDs	0.50	0.50
DVD – Children’s	0.80	0.80
DVD – U / E / PG / Adult	1.05	1.05
DVD – 12A / 12	1.05	1.05
DVD – 15	1.05	1.05

Libraries schedule of charges 2015 / 16

MEDIA HIRE CHARGES	2015 / 16 STANDARD £	2015 / 16 CONCESSION £
DVD – 18	1.05	1.05
DVD Box set – Children’s	3.15	3.15
DVD Box set – U / E / PG / Adult	5.25	5.25
DVD Box set – 12A/12	5.25	5.25
DVD Box set – 15	5.25	5.25
DVD Box set – 18	5.25	5.25
Language course – short	1.60	0.80
Language course – full	3.15	1.55
Language course – English language	0.00	0.00
Instructional DVD	1.00	1.00

PHOTOCOPYING, PRINTING AND DIGITAL IMAGES	2015 / 16	2015 / 16 CONCESSION £
A4 photocopy – black / white	0.10	0.10
A4 photocopy – colour	1.00	1.00
A3 photocopy – black / white	0.20	0.20
A3 photocopy – colour	1.50	1.50
A4 photocopy – black / white (staff-assisted)	0.20	0.20
A4 photocopy – colour (staff-assisted)	2.00	2.00
A3 photocopy – black / white (staff-assisted)	0.40	0.40
A3 photocopy – colour (staff-assisted)	3.00	3.00
A4 printing – black / white	0.10	0.10
A4 printing – colour	1.00	1.00
A4 reader – printer	0.50	0.50
A3 reader – printer	1.00	1.00

Libraries schedule of charges 2015 / 16

LOCAL STUDIES AND ARCHIVE – INFORMATION AND REFERENCE LIBRARY	2015 / 16 £	2015 / 16 CONCESSION £
(a) Self-service photography (applies to Information & Reference Library materials with copyright disclaimer)		
1 – 50 images – educational	5.70	5.70
1 – 20 images – non-commercial	5.70	5.70
1 – 10 images – commercial	11.30	11.30
(b) Photographic orders: non-commercial use		
7" x 5"	8.00	8.00
8" x 6"	9.20	9.20
10" x 8"	10.25	10.25
12" x 10"	11.30	11.30
Negative	9.20	9.20
(c) Photographic orders: commercial use		
1 – 5 images (per image)	118.80	118.80
Additional images (per image)	11.90	11.90
(d) Research fees		
First 15 minutes	0.00	0.00
Per hour	22.70	22.70
(e) Staff assisted scanning		
Digital image – black/white	1.10	1.10
Digital image – colour	2.30	2.30

HALL AND MEETING ROOM HIRE	2015 / 16 £	2015 / 16 CONCESSION £
Arthur Burrell Room	22.00	11.00
Twickenham Library Meeting Room	11.00	6.00
Ham Library Community Space	22.00	11.00
Castelnau Library Hall – during normal opening hours	16.00	11.00
Castelnau Library Hall – outside normal opening hours	27.00	16.00

Libraries schedule of charges 2015 / 16

HALL AND MEETING ROOM HIRE	2015 / 16 £	2015 / 16 CONCESSION £
Old Town Hall Seminar Room	22.00	16.00
Whittaker Ellis Suite – during normal opening hours	48.00	35.00
Whittaker Ellis Suite – outside normal opening hours	146.00	100.00
Riverside Room – during normal opening hours (minimum 3 hour booking)	70.00	48.00
Riverside Room – outside normal opening hours (minimum 3 hour booking)	210.00	145.00

ICT SERVICES	2015 / 16 £	2015 / 16 CONCESSION £
People's Network – library member	0.00	0.00
People's Network – visitor	0.00	0.00
Wifi	0.00	0.00
DVD / CD-RW	1.70	1.70
USB flash drive	At cost	At cost

LIBRARY EVENTS / ACTIVITIES	2015 / 16 £	2015 / 16 CONCESSION £
Author events	At cost	At cost
Adult events: Local History talks, Adult Learners Week events.	At cost	At cost
Tiny Teddies	0.00	0.00
Family Learning events	0.00	0.00
ICT Basic Taster Sessions	0.00	0.00
Children's author events	0.00	0.00