

Libraries schedule of charges 2023/24



LATE RETURN CHARGES	2023/24 £	2023/24 CONCESSION £
Daily charge: aged 0 – 17	0.00	0.00
Daily charge: aged 18 +	0.20	0.10
Maximum charge (books)	16.40	8.00
Maximum charge (audio visual items)	19.00	9.50
British Library loans	At cost	At cost
Lost items	At cost	At cost
Damaged items	At cost	At cost

REPLACEMENT LIBRARY CARD	2023/24 £	2023/24 CONCESSION £
Aged 0 – 17	1.50	0.75
Aged 18 +	3.10	1.50
REPLACEMENT RICHMOND CARD	2023/24 £	2023/24 CONCESSION £
Richmond Card (first replacement)	0.00	0.00
Richmond Card (subsequent replacements)	5.00	5.00

RESERVATION CHARGES	2023/24 £	2023/24 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	At cost (min. £10.20) Reservation placement fee non-refundable. Balance due upon completion	50% of cost (min. cost £5.40) Reservation placement fee non-refundable. Balance due upon completion
Inter-Library Loan renewals	At cost	At cost

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RESERVATION CHARGES	2023/24 £	2023/24 CONCESSION £
(d) Items from the British Library		
British Library reservations	At cost (min. £15.50) Reservation placement fee non-refundable. Balance due upon completion	At cost (min. £7.75) Reservation placement fee non-refundable. Balance due upon completion
British Library reservation renewals	At cost	At cost
Standard Service – electronic, scanned and mail	At cost	At cost
British Library penalties	At cost	At cost
(e) Reservations for and loan of drama sets and vocal scores		
Up to 25 parts	23.20	23.20
26 – 50 parts	46.40	46.40
51 – 75 parts	69.60	69.60
76 – 100 parts	92.80	92.80
Charge for defaced drama sets and vocal scores per item	At cost [charge passed on from lending authority]	At cost [charge passed on from lending authority]

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

NOTIFICATION CHARGES	2023/24 £	2023/24 CONCESSION
Postal notifications	At cost	At cost
Email notifications	0.00	0.00
Email pre-notifications	0.00	0.00

MEDIA HIRE CHARGES	2023/24 £	2023/24 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	1.00	1.00
DVD - 12A / 12	1.00	1.00
DVD - 15	1.00	1.00
DVD - 18	1.00	1.00
DVD Box set – Children's	3.00	3.00

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MEDIA HIRE CHARGES	2023/24 £	2023/24 CONCESSION £
DVD Box set – U / E / PG / Adult	5.00	5.00
DVD Box set – 12A/12	5.00	5.00
DVD Box set – 15	5.00	5.00
DVD Box set – 18	5.00	5.00
Language course – short	1.80	0.90
Language course – full	3.90	1.95
Language course – English language	0.00	0.00

PHOTCOPYING, PRINTING AND DIGITAL IMAGES	2023/24 £	2023/24 CONCESSION £
A4 photocopy – black / white	0.15	0.15
A4 photocopy – colour	1.00	1.00
A3 photocopy – black / white	0.30	0.30
A3 photocopy – colour	2.00	2.00
A4 printing – black / white	0.15	0.15
A4 printing – colour	1.00	1.00
A4 reader – printer	0.50	0.50
A3 reader – printer	1.10	1.10

LOCAL STUDIES AND ARCHIVE – INFORMATION AND REFERENCE LIBRARY	2023/24 £	2023/24 CONCESSION £
(a) Self-service photography (applies to Information & Reference Library materials with copyright disclaimer)		
1 – 50 images – educational	7.70	7.70
1 – 20 images – non-commercial	7.70	7.70
1 - 10 images – commercial use	15.30	15.30
(b) Photographic orders: commercial use		
1 – 5 images (per image)	159.00	159.00
Additional images (per image)	16.10	16.10
(c) Research fees		
First 15 minutes	0.00	0.00

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LOCAL STUDIES AND ARCHIVE – INFORMATION AND REFERENCE LIBRARY	2023/24 £	2023/24 CONCESSION £
Per hour or part hour	29.90	29.90
(d) Staff assisted scanning		
Digital image A4 or A3	3.10	3.10
Digital image oversized	6.10	6.10

ICT SERVICES	2023/24 £	2023/24 CONCESSION £
People's Network – library member	0.00	0.00
People's Network – visitor	0.00	0.00
WiFi	0.00	0.00

LIBRARY EVENTS / ACTIVITIES	2023/24 £	2023/24 CONCESSION £
Author events	At cost	At cost
Adult Library events	At cost	At cost
Know your place events	At cost	At cost
ICT Basic Taster Sessions	0.00	0.00
Family Learning events	0.00	0.00
Baby Rhyme Time / Story time	0.00	0.00
Children's author events	0.00	0.00
Children's activity events	At cost	At cost

MERCHANDISE	2023/24 £	2023/24 CONCESSION £
Greeting cards	1.35-4.30	1.35-4.30
A5 Notepad	1.10	1.10
A4 Notepad	1.10	1.10
Document wallet	0.20	0.20
Pen/pencil	0.20	0.20
Envelope A4/A5	0.20	0.20
USB flash drive	At cost	At cost
Stylus pen	1.60-2.70	1.60-2.70

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HALL AND MEETING ROOM HIRE (per hour unless otherwise stated)	2023/24 £	2023/24 CONCESSION £
Ham Library Community Space	30.00	15.00
Ham Library IT suite	15.00	7.50
Information & Reference Library Old Town Hall Riverside Room - outside normal opening hours Flat rate 3 hour booking 7-10 pm	225.00	N/A
Information & Reference Library Old Town Hall Seminar Room	30.00	15.00
Information & Reference Library Old Town Hall Whittaker Ellis Suite	40.00	20.00
Information & Reference Library Old Town Hall Whittaker Ellis Suite - outside normal opening hours Flat rate 3 hour booking 7-10 pm	193.00	N/A
Richmond Library Annexe Full hall hire & kitchen	60.00	30.00
Richmond Library Annexe Small hall hire	30.00	15.00
Richmond Library Annexe Workspace (monthly charge)	150.00-200.00	130.00-180.00 (borough resident)
Twickenham Library Arthur Burrell Room	30.00	15.00
Twickenham Library Lecture Room	30.00	15.00
Whitton Library Community Space	30.00	15.00