

CHARGES IN READING LIBRARIES FROM 1st August 2019

1.	OVERDUE CHARGES - Stock	Period	Charge per Item	Max. per Item	
	Adult Books	per day	25p	£10.00	
	Children's Books	per day	10p	£3.00	
	Cassettes - Single	per day	25p	£8.00	
	Cassettes - Set 3-6	per day	25p	£10.00	
	Cassettes - Set 7+	per day	25p	£12.00	
	Children's CD - story/teen	per day	10p	£4.00	
	CD - Single	per day	55p	£12.00	
	CD - Set	per day	55p	£15.00	
	DVDs	per day	£1.20	£15.00	
	Toy Library - Small Items	per day	15p	£6.00	
	Toy Library - Large, Musical Items & Equipment	per day	40p	£15.00	
2.	LOAN CHARGES			Discounts for YRP	
				A (10%)	B, C, D (50%)
	Cassettes - 1-2	3 weeks	60p	54p	30p
	Cassettes - Set 3-6	3 weeks	90p	81p	45p
	Cassettes - Set 7+	3 weeks	£1.80	£1.62	90p
	CD - Single	3 weeks	50p	45p	25p
	CD - Set 2-6	3 weeks	£2.00	£1.80	£1.00
	CD - Set 7+	3 weeks	£3.00	£2.70	£1.50
	DVDs - 1-2	1 week	£2.50	£2.25	£1.25
	DVDs - 3-6	1 week	£4.00	£3.60	£2.00
	DVDs - 7+	1 week	£4.00	£3.60	£2.00
	Children's DVDs	1 week	1.00	90p	50p
	Children's CD Story/Teen	3 weeks	No Charge		
	Audio Visual Subscription (unlimited)	Per year	£50.00		
3.	RESERVATION CHARGES				
	Adult books in stock		60p		
	Children's Items in stock		Free		
	Not in stock - non BL	item	£3.50		
	Items from the British Library		£8.00		
	Periodical Articles		£4.00 + Photocopying		
4.	CONCESSIONS				
	Mobile Services		No Charges		
	Spoken Word		No LOAN charges for Registered blind or partially sighted customers.		

5.	LOST AND DAMAGED ITEMS	CHARGES PER ITEM
5a.	AN ADDITIONAL ADMIN FEE WILL BE ADDED TO THE CHARGES BELOW	£5.00 per item NON-REFUNDABLE
	Any damage resulting in withdrawal of an item. (Item offered to customer)	Full replacement cost + £5 Admin Fee
	Books in print	Full cost of replacement + £5 Admin Fee
	Vocal Sets	Full cost of replacement + £5 Admin Fee
	British Library Items	BL charge + £5 Admin Fee
	Out of Print Books	£15.00 + £5 Admin Fee
	CDs single or sets 1-2 - Replacement cost	£10.00 + £5 Admin Fee
	CD sets 3-6 - Replacement cost	£20.00 + £5 Admin Fee
	CD sets 7+ - Replacement cost	£25.00 + £5 Admin Fee
	DVDs - Replacement cost	£20.00 + £5 Admin Fee
	Videos - Replacement cost	£15.00 + £5 Admin Fee
	Cassette sets 1-2 - Replacement cost	£10.00 + £5 Admin Fee
	Cassette sets 3-6 - Replacement cost	£20.00 + £5 Admin Fee
	Cassette sets 7+ - Replacement cost	£25.00 + £5 Admin Fee
	Children's cassettes - Replacement cost	£ 5.00 + £5 Admin Fee
5b.	Charges made for the following damage	No Admin Fee Applicable
	Babies' Boardbooks	No charge
	Page damaged at the front, not affecting issue, e.g. scribbling or tears	£1.00
	Damage to plastic jacket - torn or exposed to heat to such an extent that it affects issue	£1.00
	Loss of inserts, e.g. booklet, map or libretti	£2.50
	Inlays - Cassette/CD/DVD/Video	£5.00 each
	Broken or lost cases - Cassette/CD/DVD/Video	60p per case
5c.	Reader's Tickets (replacement library card)	£3.00
6.	WITHDRAWN STOCK SALES (guide prices):	Charge per Item
	Adult Non-Fiction (hardback & paperback)	£1.25
	Adult Paperback Fiction	75p
	Children's Non-fiction & Fiction	50p
	Reference	As priced
	Spoken Word CD & Cassette	£1.00
	Adult Cassette	50p
	Children's Cassette	20p
	CD	50p
	DVD	£1.00

7.	PERFORMANCE SETS SERVICE	Period	Charges
	RBC Residents:		
	Drama Sets (Overdue charges per item - see section 1 Adult Books) Booking fee for drama sets from other authorities	12 weeks	Free £3.00 per set
	Vocal Sets held by Reading Library (Overdue charges: £5.00 per vocal set £1.00 per vocal set if set returned incomplete)	1 month	£5.00 per set (of up to 20 copies)
	Non-RBC Residents:		
	Drama Sets (Overdue charges per item - see section 1 Adult Books) Booking fee for drama sets from other authorities	12 weeks	£5.00 per title £3.00 per set
	Vocal Sets (Overdue charges: £5.00 per vocal set £1.00 per vocal set if set returned incomplete)	1 month	£10.00 per set (of up to 20 copies)
8.	BOOK CLUB SERVICE	Period	Charge per item
	RBC Residents:		
	Subscription Fee	Annual	£20.00
	Book Club Set (overdue charges - see Section 1 Adult Books)	8 weeks	Free
	Non-RBC Residents:		
	Subscription Fee	Annual	£30.00
	Book Club Set (overdue charges - see Section 1 Adult Books)	8 weeks	£5.00 per set

9.	PHOTOCOPYING & PRINTING	Per page
	<i>These charges include VAT at the standard rate.</i>	
	Self-Service Photocopying A4 A4 double sided	15p 30p
	Self-Service Printing A4 black & white A4 colour	15p 30p
	Serviced Photocopying & Printing Subject to copyright. A4 black & white A4 colour A3 black & white Service charge on each transaction of up to 25 Copies (in addition to the charges per page) Postage and packing will be added if required	50p 50p 50p Service Charge £5.00 Cost
10.	FAX (not available at all Libraries)	Per page
	<i>These charges include VAT at the standard rate.</i>	
	Sending within U.K.	£1.50 for first page 50p each following page
	Sending to other countries within E.C.	£2.50 for first page £1.50 each following page
	Sending to the rest of the world	£3.50 for first page £2.50 each following page
	Receiving, including Faxback company brochures	£2.50 per message for every batch of up to 10 pages
	When faxing information to libraries other than Reading Borough Libraries, or to customers, photocopying charges will be added where incurred.	

11.	LOCAL STUDIES CHARGES	CHARGE
	Printing from Microfilm	
	<i>These charges include VAT at the standard rate.</i>	
	Printing from Microform (Self Service)	
	(Printing from fiche only is currently available on a self-service basis.)	
	A4 print	50p per sheet
	A3 print	£1.00 per sheet
	Printing from Microform (Serviced)	
	A4 copies	£1.00 per sheet + £5.00 per film handling charge
	A3 copies	£1.00 per sheet + £5.00 per film handling charge
	Postage and packing will be added if required	Cost
	Local Illustrations of copies of Images	
	<i>These charges include VAT at the standard rate.</i>	
	Electronic (by e-mail)	£3.00 per image
	High Resolution Re-Scanning	£2.00 per image
	Printed - glossy photographic paper	£5.00 per image
	Postage and packing will be added if required	Cost
	Camera License	£5.00 per day
	Research	
	<i>These charges include VAT at the standard rate.</i>	
	Local studies information - about the kinds of material in the collection, whether material on particular people, places and topics is held, whether a particular item is held, and where to look for sources beyond the collection.	Free Service
	Research service for local studies and genealogical enquiries received from customers by letter, telephone, fax and e-mail. Includes searching resources in the library.	£10 minimum charge for first half hour. Further research time and fees by arrangement
	Postage and packing will be added if required	Cost

12.	Charges for the Publication of Illustrations	
	By negotiation with the Local Studies Specialist. The fee includes VAT at the standard rate.	
	Copyright Under the Copyright, Designs & Patents Act, 1988, the copyright on published illustrations subsists for the life of the artist or photographer plus 70 years. In the case of unpublished photographs, copyright subsists for the life of the photographer plus 50 years.	
	Permission can be given for the copying of an illustration only where the illustration is out of copyright, or Reading Borough Libraries owns the copyright, or where Reading Borough Libraries has a pre-existing agreement with the copyright owner that the illustration may be copied for the purposes of private research and study. Where Reading Borough Libraries is unable to give permission, it will not allow copying unless either (a) the customer wanting the copy has written permission from the copyright owner for Reading Borough Libraries to make copies, or have copies made, for supply to the customer, or (b) the customer wanting the copy can supply written proof that they have taken all reasonable steps to contact the copyright owner and that they have failed.	
	Publication A reproduction fee is payable where the copied illustration is to be published, broadcast, or displayed in an area to which the public has access. The fee is in addition to any fees for copying illustrations. It is not payable if the illustrations are for private use or enjoyment.	
	Acknowledgement Wherever possible, Reading Borough Libraries should be acknowledged as the source of the illustration.	
	Copies of Publications in Lieu of Payment If the illustrations to be copied are to be published in print, on film, on video, CD-ROM or DVD, if Reading Borough Libraries is interested in obtaining copies of the publication, it may waive the reproduction fee in exchange for a copy or copies of the publication.	
	Levels of Charging To firms and corporations using illustrations in books, magazines, calendars, advertising, television programmes, videos, CD-ROMS or DVDs, with the intention of making a profit or as part of their normal business activities, the charge is £50. To individuals and societies using illustrations for non-profit making purposes, the charge is £6. These charges may be reduced or waived if Reading Public Libraries will derive good publicity, or if we wish to obtain the end product for the Library stock and are offered goods in lieu of payment.	

13.	Study Carrels	
	10am to 1pm	£2.00
	1pm till closing time	£2.00
14.	TOYS	
	Annual membership for Registered Childminders. Voluntary sector nurseries, playgroups, toddler groups, after school clubs, play schemes/holiday clubs. Entitlement - a three weekly loan of 10 items including 1 very large item. Very large items have a charge of £3.00. Overdue charges apply	£15.00
	Annual membership for parents, grandparents and carers who look after a child at home for no momentary reward. Entitlement - a three weekly loan of 10 items at the rates below. Overdue charges apply	£5.00
	Loan charge of very large item	£3.00
	Loan charge of large item	£1.50
	Loan charge of small items	50p
	Annual membership for LEA primary & nursery schools and fee paying private or independently run schools & nurseries Entitlement - a termly loan of 1 very large item and 9 smaller items. Overdue charges apply.	£75.00
15.	Central Library Gallery Area Hire to community groups only	£35.00
16.	Library Display Panels	£5.00