

**CHARGES IN READING LIBRARIES FROM 2<sup>nd</sup> JULY 2018**

<b>1.</b>	<b>OVERDUE CHARGES - Stock</b>	<b>Period</b>	<b>Charge per Item</b>	<b>Max. per Item</b>	
	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	£1.10	£15.00	
	Toy Library - Small Items	per day	15p	£6.00	
	Toy Library - Large, Musical Items & Equipment	per day	40p	£15.00	
<b>2.</b>	<b>LOAN CHARGES</b>			<b>Discounts for YRP</b>	
				<b>A (10%)</b>	<b>B, C, D (50%)</b>
	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	£1.00	90p	50p
	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	£2.60	£2.35	£1.30
	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	<b>No Charge</b>		
	Audio Visual Subscription (unlimited)	Per year	£50.00		
<b>3.</b>	<b>RESERVATION CHARGES</b>				
	Adult books in stock			50p	
	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	
<b>4.</b>	<b>CONCESSIONS</b>				
	Mobile Services			<b>No Charges</b>	
	Spoken Word			No LOAN charges for Registered blind or partially sighted customers.	

5.	LOST AND DAMAGED ITEMS	CHARGES PER ITEM
5a.	<b>AN ADDITIONAL ADMIN FEE WILL BE ADDED TO THE CHARGES BELOW</b>	<b>£5.00 per item NON-REFUNDABLE</b>
	Any damage resulting in withdrawal of an item. (Item offered to customer)	<b>Full replacement cost + £5 Admin Fee</b>
	Books in print	<b>Full cost of replacement + £5 Admin Fee</b>
	Vocal Sets	<b>Full cost of replacement + £5 Admin Fee</b>
	British Library Items	<b>BL charge + £5 Admin Fee</b>
	Out of Print Books	<b>£15.00 + £5 Admin Fee</b>
	CDs single or sets 1-2 - Replacement cost	<b>£10.00 + £5 Admin Fee</b>
	CD sets 3-6 - Replacement cost	<b>£20.00 + £5 Admin Fee</b>
	CD sets 7+ - Replacement cost	<b>£25.00 + £5 Admin Fee</b>
	DVDs - Replacement cost	<b>£20.00 + £5 Admin Fee</b>
	Videos - Replacement cost	<b>£15.00 + £5 Admin Fee</b>
	Cassette sets 1-2 - Replacement cost	<b>£10.00 + £5 Admin Fee</b>
	Cassette sets 3-6 - Replacement cost	<b>£20.00 + £5 Admin Fee</b>
	Cassette sets 7+ - Replacement cost	<b>£25.00 + £5 Admin Fee</b>
	Children's cassettes - Replacement cost	<b>£ 5.00 + £5 Admin Fee</b>
5b.	<b>Charges made for the following damage</b>	<b>No Admin Fee Applicable</b>
	Babies' Boardbooks	<b>No charge</b>
	Page damaged at the front, not affecting issue, e.g. scribbling or tears	<b>£1.00</b>
	Damage to plastic jacket - torn or exposed to heat to such an extent that it affects issue	<b>£1.00</b>
	Loss of inserts, e.g. booklet, map or libretti	<b>£2.50</b>
	Inlays - Cassette/CD/DVD/Video	<b>£5.00 each</b>
	Broken or lost cases - Cassette/CD/DVD/Video	<b>60p per case</b>
5c.	<b>Reader's Tickets</b>	<b>£2.80</b>
6.	<b>WITHDRAWN STOCK SALES (guide prices):</b>	<b>Charge per Item</b>
	Adult Non-Fiction (hardback & paperback)	<b>£1.25</b>
	Adult Paperback Fiction	<b>75p</b>
	Children's Non-fiction & Fiction	<b>50p</b>
	Reference	<b>As priced</b>
	Spoken Word CD & Cassette	<b>£1.00</b>
	Adult Cassette	<b>50p</b>
	Children's Cassette	<b>20p</b>
	CD	<b>50p</b>
	DVD	<b>£1.00</b>

7.	PERFORMANCE SETS SERVICE	Period	Charges
	<b>RBC Residents:</b>		
	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  Vocal Sets borrowed for you by Reading Library from other libraries Overdue charges: £5.00 per vocal set £1.00 per individual score if set returned incomplete	1 month  1 month	£4.00 per set of up to 20 copies  £8.00 per set of up to 20 copies
	Orchestra Sets Booking fee (Overdue charges: £7.50 per orchestra set £1.00 per orchestra part is set returned incomplete	1 month	£6 per set £12 per set
	<b>Non-RBC Residents:</b>		
	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	£8.00 per set (of up to 20 copies)
8.	BOOK CLUB SERVICE	Period	Charge per item
	<b>RBC Residents:</b>		
	Subscription Fee	Annual	£20.00
	Book Club Set (overdue charges - see Section 1 Adult Books)	8 weeks	Free
	<b>Non-RBC Residents:</b>		
	Subscription Fee	Annual	£30.00
	Book Club Set (overdue charges - see Section 1 Adult Books)	8 weeks	£5.00 per set

<b>9.</b>	<b>PHOTOCOPYING &amp; PRINTING</b>	<b>Per page</b>
	<i>These charges include VAT at the standard rate.</i>	
	<b>Self-Service Photocopying</b> A4 A4 double sided	<b>15p</b> <b>30p</b>
	<b>Self-Service Printing</b> A4 black & white A4 colour	<b>15p</b> <b>30p</b>
	<b>Serviced Photocopying &amp; Printing</b> 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	<b>30p</b> <b>50p</b> <b>50p</b>  <b>Service Charge</b> <b>£5.00</b>  <b>Cost</b>
<b>10.</b>	<b>FAX (not available at all Libraries)</b>	<b>Per page</b>
	<i>These charges include VAT at the standard rate.</i>	
	Sending within U.K.	<b>£1.50 for first page</b> <b>50p each following page</b>
	Sending to other countries within E.C.	<b>£2.50 for first page</b> <b>£1.50 each following page</b>
	Sending to the rest of the world	<b>£3.50 for first page</b> <b>£2.50 each following page</b>
	Receiving, including Faxback company brochures	<b>£2.50 per message for</b> <b>every batch of up to 10</b> <b>pages</b>
	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
	<b>Printing from Microfilm</b>	
	<i>These charges include VAT at the standard rate.</i>	
	<b>Printing from Microform (Self Service)</b>	
	(Printing from fiche only is currently available on a self-service basis.)	
	A4 print	50p per sheet
	A3 print	£1.00 per sheet
	<b>Printing from Microform (Serviced)</b>	
	A4 copies	50p per sheet + £5.00 per film handling charge
	A3 copies	£1.00 per sheet + £5.00 per film handling charge
	<b>Postage and packing will be added if required</b>	Cost
	<b>Local Illustrations of copies of Images</b>	
	<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
	<b>Postage and packing will be added if required</b>	Cost
	<b>Camera License</b>	£5.00 per day
	<b>Research</b>	
	<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
	<b>Postage and packing will be added if required</b>	Cost

12.	<b>Charges for the Publication of Illustrations</b>	
	By negotiation with the Local Studies Specialist. The fee includes VAT at the standard rate.	
	<b>Copyright</b> 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.	
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13.	<b>Study Carrels</b>	
	10am to 1pm	£1.00
	1pm till closing time	£1.00
14.	<b>TOYS</b>	
	<b>Annual membership for Registered Childminders. Voluntary sector nurseries, playgroups, toddler groups, after school clubs, play schemes/holiday clubs.</b> 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
	<b>Annual membership for parents, grandparents and carers who look after a child at home for no momentary reward.</b> 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
	<b>Annual membership for LEA primary &amp; nursery schools and fee paying private or independently run schools &amp; nurseries</b> Entitlement - a termly loan of 1 very large item and 9 smaller items. Overdue charges apply.	£75.00
15.	<b>Central Library Gallery Area</b> Hire to community groups only	£35.00
16.	<b>Library Display Panels</b>	£5.00