

REPORT OF THE SERVICE DIRECTOR, PLACE AND COMMUNITIES**FEES AND CHARGES 2018/19 FOR LIBRARIES, ARCHIVES AND
INFORMATION****Purpose of the Report**

1. To seek approval for the revision of fees and charges within the Libraries, Archives and Information Service for 2018/19.

Information**Background**

2. Fees and charges for the Service are reviewed annually, and usually they are increased by the rate of inflation unless market forces and/or price sensitivity or performance suggest otherwise.
3. An important part of the process involves a dialogue between the service and Nottingham City services to ensure that certain key charges remain in line to ensure there are no barriers to City and County residents to core services.
4. Some charges are influenced by external organisations, for example the British Library and the General Register Office.
5. There are national trends in the pricing of some services reflecting changes in digital media.
6. Budget revisions in both the Library and Archives service include a requirement to meet projected levels of income. A full review of all charges and income generation opportunities has therefore been undertaken.
7. Fees and charges agreed by Committee are included in the contractual arrangements with the new arm's length organisation – Inspire. Charges are proposed by Inspire and approved by the County Council.

Current Position

8. Charges are based on a requirement to recover costs for additional services beyond book lending, for example film hire, photocopying, printing, etc.

9. The service is focusing on improving the customer experience and ensuring consistency across all service points. Feedback from customers, staff and observation by managers concludes that a straight forward charging structure is good for customer care, reduces administrative workload and results in higher levels of collection.
10. The budgeted level of income scheduled for 2017/18 amounts to £374,753 for fees, charges, trading and vending excluding room hire, £290,562 for room hire, and is currently projected to be on target.
11. Overall fees and charges are now in the upper quartile compared with other authorities and thus significant changes are not appropriate.

Proposals

12. In consequence the following changes to the charging regime for the service are proposed for 2017/18.
13. Libraries: see **Appendix 1**
 - a. Reservations increased from 25p to 30p – a small increase but not a barrier to using the reservation service.
 - b. BLL/ILL requests from £4.25 to £5.25 – small increase to reflect proportion of cost of acquiring items.
14. Archives: see **Appendix 2**

Revised charges are proposed for:

- a. Postage has been increased in line with actual costs
- b. The price of certified copies of Anglican christenings has increased in line with the charges levied by the Church of England in the *Guide to Church of England Parochial Fees*.
- c. Charges for copies of microfiche have been increased as a result of additional charges made by our supplier.

Other Options Considered

15. Within the limitations of what public libraries are legally allowed to charge for, all options for increasing income without creating barriers to the access to Library and Archive services have been considered.

Reason/s for Recommendation/s

16. The full schedule of proposed fees and charges as detailed in **Appendices 1 and 2** will allow the service to generate income and recover costs in line with its position and overall Council policy.

Statutory and Policy Implications

17. This report has been compiled after consideration of implications in respect of finance, public sector equality duty, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service

and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial implications

18. The revised level of charges is based on the required income levels for the service. Individual charges are itemised in **Appendices 1** and **2**, with previous charges presented for comparison.

RECOMMENDATION/S

- 1) That the fees and charges set out in **Appendices 1** and **2** are approved for 2018/19, with implementation from 1 April 2018.

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Constitutional Comments (SLB 10/01/18)

19. Communities and Place Committee is the appropriate body to consider the content of this report.

Financial Comments (SES 10/01/18)

20. The financial implications are set out in the report.

Background Papers and Published Documents

None.

Electoral Division(s) and Member(s) Affected

All.

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