

**PUBLIC LIBRARIES FEES AND CHARGES 2017/18 and proposals for 2018/19**

<b>Item</b>	<b>Concessions</b>	<b>Current Charge 2017/18</b>	<b>Proposed Charge 2018/19</b>
Overdue Charges	Children/Young Adult 0-19 and Homebound no charge	20p per day (Max £8)	20p per day (Max £8)
DVD Film Hire	No concessions	£1.50 per week	£1.50 per week
DVD Film Hire (Box Set)	No concessions	£3.00 per week	£3.00 per week
Children's Film Hire	No concessions	£1.00 per week	£1.00 per week
Music Hire	No concessions	N/A	N/A
Spoken Word	Children/Young Adult 0-19, over 60s, visually impaired and Homebound no charge	£1.00 per 3 weeks	£1.00 per 3 weeks
Language Courses	No concessions	£1.50 3 weeks	£1.50 3 weeks
Reservations County/City	Children/Young Adult 0-19 and Homebound no charge	25p	30p
British Library/Inter Library Loan requests	No concessions	£4.25	£5.25
FAX - UK	No concessions	50p per sheet - receiving or sending	50p per sheet - receiving or sending
FAX - International	No concessions	£1.00 per sheet - receiving or sending	£1.00 per sheet - receiving or sending
Photocopying & Printing black and white	No concessions	20p (A4) 40p (A3)	20p (A4) 40p (A3)
Photocopying & Printing - colour	No concessions	50p (A4) £1.00 (A3)	50p (A4) £1.00 (A3)
Reader-Printer Copies	No concessions	60p	60p
Memory Sticks	No concessions	£5.00	£5.00
Earphones	No concessions	£1.50	£1.50
Replacement Library Card	No charge for under 14s	£1.50	£1.50

## Hire of Library Premises

### 1 Strategic Venues

#### 1.1 Mansfield Central Library

Room	2017/18	2018/19
The Auditorium	<p>Full Day Rates/ Evening rate Mon-Fri 5.30 – 10pm: Commercial: £280 Community groups, NCC and non-profit: £200</p> <p>Evening rate Sat/Sun 5.30 – 10pm: Commercial: £390 Community groups, NCC and non-profit: £300</p> <p>Hourly rate (max 4 hours): Commercial: £50 Community groups, NCC and non-profit: £30</p>	<p>Full Day Rates/ Evening rate Mon-Fri 5.30 – 10pm: Commercial: £280 Community groups, NCC and non-profit: £200</p> <p>Evening rate Sat/Sun 5.30 – 10pm: Commercial: £390 Community groups, NCC and non-profit: £300</p> <p>Hourly rate (max 4 hours): Commercial: £50 Community groups, NCC and non-profit: £30</p>
The Meeting Place	<p>Full Day Rates/ Evening rate Mon-Fri 5.30 – 10pm: Commercial: £150 Community groups, NCC and non-profit: £100</p> <p>Evening rate Sat/Sun 5.30 – 10pm: N/A – please contact library events office to hire in conjunction with another library space</p> <p>Hourly rate (max 4 hours): Commercial: £35 Community groups, NCC and non-profit: £20</p>	<p>Full Day Rates/ Evening rate Mon-Fri 5.30 – 10pm: Commercial: £150 Community groups, NCC and non-profit: £100</p> <p>Evening rate Sat/Sun 5.30 – 10pm: N/A – please contact library events office to hire in conjunction with another library space</p> <p>Hourly rate (max 4 hours): Commercial: £35 Community groups, NCC and non-profit: £20</p>
Studio Floor	<p>Full Day Rates/ Evening rate Mon-Fri 5.30 – 10pm: Commercial: £220 Community groups, NCC and non-profit: £150</p> <p>Evening rate Sat/Sun 5.30 – 10pm: Commercial: £300 Community groups, NCC and non-profit: £250</p>	<p>Full Day Rates/ Evening rate Mon-Fri 5.30 – 10pm: Commercial: £220 Community groups, NCC and non-profit: £150</p> <p>Evening rate Sat/Sun 5.30 – 10pm: Commercial: £300 Community groups, NCC and non-profit: £250</p>

	Hourly rate (max 4 hours): Commercial: £35 Community groups, NCC and non-profit: £25	Hourly rate (max 4 hours): Commercial: £35 Community groups, NCC and non-profit: £25
Green Room	Hourly rate Commercial: £25 Community groups, NCC and non-profit: £15	Hourly rate Commercial: £25 Community groups, NCC and non-profit: £15
The Box	Hourly rate Commercial: £25 Community groups, NCC and non-profit: £15	Hourly rate Commercial: £25 Community groups, NCC and non-profit: £15
The Discovery Room	Evening rate (Mon-Fri) 4.30 – 10pm Commercial: £195 Community groups, NCC and non-profit: £120  Hourly rate Sat / Sun Commercial : £65 Community groups, NCC and non-profit: £40  Evening rate Sat/Sun 5.30 – 10pm – N/A contact library events office to hire in conjunction with another library space	Evening rate (Mon-Fri) 4.30 – 10pm Commercial: £195 Community groups, NCC and non-profit: £120  Hourly rate Sat / Sun Commercial : £65 Community groups, NCC and non-profit: £40  Evening rate Sat/Sun 5.30 – 10pm – N/A contact library events office to hire in conjunction with another library space
Hire per hour pre 5.30 for evening events before library closing time Mon - Fri	£10	£10
Hire per hour for evening events between library closing time and 5.30 pm Sat-Sun	£45	£45
Hire per hour or part hour for evening events after 10pm weekdays	£30	£30
Hire per hour or part hour for evening events after 10pm Sat-Sun	£45	£45

For all meeting room hire outside of library opening hours, a minimum surcharge of £35 may be applied to cover caretaking and staff costs.

## 1.2 West Bridgford Library

Room	Hourly Charge 2017/18	Hourly Charge 2018/19
Cedar and Pine Community Meeting rooms	Commercial: £35 Community groups, NCC and non-profit: £20	Commercial: £35 Community groups, NCC and non-profit: £20

For meeting room hire outside of library opening hours, a minimum surcharge of £35 may be applied to cover caretaking and staff costs.

## 1.3 Worksof Library

Room	Hourly Charge 2017/18	Hourly Charge 2018/19
Conference Suite	Commercial: £30  Community groups, NCC and non-profit: 50% discount	Commercial: £30  Community groups, NCC and non-profit: £15
Meeting Place 1 or 2	Commercial: £20  Community groups, NCC and non-profit: 50% discount	Commercial: £20  Community groups, NCC and non-profit: £10
The Zone	Commercial: £25  Community groups, NCC and non-profit: 50% discount	Commercial: £25  Community groups, NCC and non-profit: £12.50

## 1.4 Beeston Library (from Sept 2017 when re-opened as Strategic Library)

Room		Hourly Charge 2018/19
Meeting Room 1, Art Room, Discovery Room		Commercial: £35  Community Groups, NCC and non-profit: £20
Meeting Room 2		Commercial: £25  Community groups, NCC and non-profit: £10
Meeting Room 3		Commercial: £15  Community groups, NCC and non-profit: £7

For all meeting room hire outside of library opening hours, a minimum surcharge of £35 may be applied to cover caretaking and staff costs.

## 2 Library Meeting Rooms

Library	Hourly Charge 2017/18	Hourly Charge 2018/19
Eastwood Hucknall Kirkby-in-Ashfield Mansfield Woodhouse Newark Ollerton Retford Stapleford Sutton in Ashfield Bingham	Commercial: £20  Community groups, NCC and non-profit: 50% discount	Commercial: £20  Community groups, NCC and non-profit: £10
Beeston		
Large Room and Exhibition Area	Commercial: £20  Community groups, NCC and non-profit: 50% discount	Commercial: £20  Community groups, NCC and non-profit: £10
Small Room	Commercial: £15  Community groups, NCC and non-profit: 50% discount	Commercial: £15  Community groups, NCC and non-profit: £7.50
Interview Room	Commercial: £12  Community groups, NCC and non-profit: 50% discount	Commercial: £12  Community groups, NCC and non-profit: £6
Arnold		
Meeting Room 1	Commercial: £20 Community groups, NCC and non-profit: 50% discount	Commercial: £20 Community groups, NCC and non-profit: £10
Meeting Room 2	-	Commercial £15 Community groups, NCC and non-profit: £5
Meeting Room 3	-	Commercial £10 Community groups, NCC and non-profit: £5

Southwell		
Meeting Room	Commercial: £20 Community groups, NCC and non-profit: 50% discount	Commercial: £20 Community groups, NCC and non-profit: £10
<b>Upstairs Meeting Room</b>	-	Commercial: £12 Community groups, NCC and non-profit: £6
Art Room	Commercial: £15 Community groups, NCC and non-profit: 50% discount	Commercial: £15 Community groups, NCC and non-profit: £7.50
Interview Room	Commercial: £12 Community groups, NCC and non-profit: 50% discount	Commercial: £12 Community groups, NCC and non-profit: £6

For all meeting room hire outside of library opening hours, a minimum surcharge of £35 may be applied to cover caretaking and staff costs.

### 3 Consumables

To be charged for if required for sole use by an organisation.

Flip chart paper - £4 per pad

Box of pens - £5 per set

### 4 Hire of Library Buildings

Some library buildings are available for hire when they are closed to the public. Hire rates for these are as follows:

Library	2017/18	2018/19
Southwell	Commercial: £25 an hour  Community groups, NCC and non-profit: 50% discount	Commercial: £25 an hour  Community groups, NCC and non-profit: £12.50 Kitchen £6.00 per session
Other library buildings subject to facilities, space and staffing	Commercial: £16  Community groups, NCC and non-profit: 50% discount	Commercial: £16  Community groups, NCC and non-profit: 50% discount

For all meeting room hire outside of library opening hours, a minimum surcharge of £30 may be applied to cover caretaking and staff costs. Room hire charges are subject to VAT where applicable

## 5 Hire of Gallery and Exhibition Spaces

### 5.1 Gallery Spaces

Library	Charge 2017/18	Charge 2018/19
Mansfield Central	<p>Six weeks full gallery hire - £180: non-profit £90</p> <p>Three weeks full gallery hire - £100: non-profit £45</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p> <p>Display Cabinet hire - £10 per week (applications for cabinet hire will be considered as part of the shared gallery hire process)</p>	<p>Six weeks full gallery hire - £180: non-profit £90</p> <p>Three weeks full gallery hire - £100: non-profit £45</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p> <p>Display Cabinet hire - £10 per week (applications for cabinet hire will be considered as part of the shared gallery hire process)</p>
West Bridgford	<p>Six weeks full gallery hire - £220: non-profit £100</p> <p>Three weeks full gallery hire - £120: non-profit £60</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p> <p>Display Cabinet hire - £5 per week (applications for cabinet hire will be considered as part of the shared gallery hire process)</p>	<p>Six weeks full gallery hire - £220: non-profit £100</p> <p>Three weeks full gallery hire - £120: non-profit £60</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p> <p>Display Cabinet hire - £5 per week (applications for cabinet hire will be considered as part of the shared gallery hire process)</p>
Worksop	<p>Six weeks full gallery hire - £150: non-profit £75</p> <p>Three weeks full gallery hire - £85: non-profit £45</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p> <p>Display Cabinet hire - £5 per week (applications for cabinet hire will be considered as part of the shared gallery hire process)</p>	<p>Six weeks full gallery hire - £150: non-profit £75</p> <p>Three weeks full gallery hire - £85: non-profit £45</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p> <p>Display Cabinet hire - £5 per week (applications for cabinet hire will be considered as part of the shared gallery hire process)</p>

## Exhibition Spaces

Arnold	<p>Six weeks full gallery hire - £60: non-profit £30</p> <p>Three weeks full gallery hire - £40: non-profit £20</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p>	<p>Six weeks full gallery hire - £60: non-profit £30</p> <p>Three weeks full gallery hire - £40: non-profit £20</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p>
Beeston	<p>Six weeks full gallery hire - £60: non-profit £30</p> <p>Three weeks full gallery hire - £40: non-profit £20</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p>	<p>Six weeks full gallery hire - £60: non-profit £30</p> <p>Three weeks full gallery hire - £40: non-profit £20</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p>
Retford	<p>Six weeks full gallery hire - £50: non-profit £25</p> <p>Three weeks full gallery hire - £30: non-profit £15</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p>	<p>Six weeks full gallery hire - £50: non-profit £25</p> <p>Three weeks full gallery hire - £30: non-profit £15</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p>



## APPENDIX 2

### HERITAGE FEES AND CHARGES 2017-2018 proposals

	2017/18	2018/19
<b>SELF SERVICE COMPUTER AND MICROFICHE/FILM PRINTS</b>		
Black and white (A4)	£0.20	£0.20
Black and white (A3)	£0.40	£0.40
Colour (A4)	£0.50	£0.50
Colour (A3)	£1.00	£1.00
<b>SELF SERVICE OWN CAMERA</b>		
Own camera per frame	£1.00	£1.00
Own camera day pass	£10.00	£10.00
<b>COPIES BY ARCHIVES STAFF</b>		
<b>Choose from digital image on CD, or via email, OR hardcopy</b>		
Building plans	£10.00 per plan package	£10.00 per plan package Quotes for large or multi-packet plans given on request
Ordnance Survey maps	£8.00 per map	£8.00 per map
Wills	£8.00 per will	£8.00 per will
Other documents (onsite customers)	£1.00 per page	£1.00 per page
Other documents (remote customers)	£1.00 per page (minimum charge £5)	£1.00 per page (minimum charge £5)
Depositor's first copy of catalogue	Free	Free
Depositor's subsequent copies of catalogue	£0.50	£0.50
Postage and handling	£3.00	£3.50
<b>BULK ORDERS</b>		
	Quote given on request	Quote given on request
<b>CERTIFIED COPIES</b>		
Anglican & Non-conformist Christenings, Burials and pre-1837 Marriages	£13.00	£14.00
Post 1837 Marriages	£10.00	£10.00
School Extracts, e.g. Admission Register Entries	£10.00	£10.00
Magistrates Courts Extracts	£10.00	£10.00
Postage and handling	£3.00	£3.50
<b>MICROFICHE CHARGES</b>		
Charge to public customers from existing master fiche	£2.50 per item	Quote available on request
Charge to public customers for new fiche from originals	At cost	Quote available on request

Charge to NCC and City Council from existing master fiche	£1.60 per item	Quote available on request
Charge to NFHS (parish register loans)	£0.70 per item	Quote available on request
Postage and handling	£7.00	£10.00
<b>RESEARCH SERVICE</b>		
Research OR 1-1 Consultation per half hour	£15.00	£17.00
Research OR 1-1 Consultation per hour	£25.00	£27.00
<b>TALKS &amp; WORKSHOPS</b>		
Scheduled talks per person	£4.00	£5.00
<b>REPRODUCTION/PUBLICATION FEES</b>		
Local non-profit making organisations, e.g. local history societies in Nottinghamshire & NCC	Free (provided copy of publication is donated to Inspire)	Please contact us for quote.
Commercial and academic publishing and exhibitions; newspapers and periodicals; slides and film	£30.00	Please contact us for quote.
Television - UK	£60.00	Please contact us for quote.
Television - World	£120.00	Please contact us for quote.
Commercial display and advertising	£60.00	Please contact us for quote.
Prints for framing for commercial resale	£20.00	Please contact us for quote.
Commercial videos: right to reproduce films	£90.00	Please contact us for quote.
right to reproduce stills	£30.00	Please contact us for quote.
Internet – single item	£60.00	Please contact us for quote.
<b>MEETINGS ROOM HIRE</b>		
Hourly rate	Commercial: £35.00 Community groups, NCC and non-profit: £20.00	Commercial: £25.00 Community groups, NCC and non-profit: £15.00
Meeting room hire charges outside of building opening hours by negotiation.		
<b>GROUP VISITS/TALKS</b>		
Onsite Choose from our range including Introduction to Archives, source or thematic based		
1 hour	£40.00	£45.00
1.5 hours	£45.00	£50.00

Onsite Curriculum related study session 3 hours 6 hours	£100.00 £175.00	£100.00 £175.00
Talks at external venues	£55.00 (plus travel)	£55.00 (plus travel)
<b>CONSERVATION</b>		
Archival quality preservation materials, e.g. acid free boxes, folders and sleeves for your precious papers and photographs	Quote available on request	Quote available on request
Conservation of documents (paper & parchment), maps plans, etc.  Restoration and conservation of historic to modern leather/cloth bindings and books  New bindings in cloth, e.g. journals, theses, periodicals and reference works  Treatment of flood damaged and mould affected materials.	Quote available on request	Quote available on request
<b>GALLERY HIRE</b>		
Community groups, NCC and non-profit:	£75 per six-week period	£75 per six-week period
Commercial hire	£150 per six-week period	£150 per six-week period

All charges inclusive of VAT where applicable.