

## **REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURE**

### **FEES AND CHARGES 2013/14 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 Services.

#### **Information and Advice**

##### **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 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.

##### **Current position**

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

9. The budgeted level of income scheduled for 2012/13 amounts to £303,000 and is currently projected to be on target.
10. Overall fees and charges are now comparable with other authorities and thus significant changes are not appropriate
11. E Books were introduced in June 2011 with a charge per loan of £1.00. As an early adopter Nottinghamshire Libraries have been subject to ongoing significant change in the position of both publishers and technology which were difficult to predict.
12. In consideration of the limited range of titles and the cumbersome online payment method, and restricted access to under 16s, it is proposed to move to a free loan service.
13. Following the refurbishment of Mansfield Central Library a number of changes are proposed following 12 months of operation. These are based on cost recovery and enable the service to fulfil safe operation of the building.
14. Mansfield Central Library is a unique library venue which has in addition to small meeting rooms two larger spaces suitable for large cultural, conference and training events. Proposed charges for use of the auditorium and studio floor reflect the costs to the service whilst offering good value to hirers.

## **Proposals**

15. In consequence the following changes to the charging regime for the service are proposed for 2013/14.
16. Libraries:
  - a. Removal of loan charges for the E Books service
  - b. Meeting Room and Gallery Hire – introduce revised charges for the newly refurbished Mansfield Central Library following the initial period of operation and make minor charge to the structure of charges at the new West Bridgford Library.
17. Archives:
  - a. Minor changes due to increases in postage costs

## **Other Options Considered**

18. 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**

19. The full schedule of proposed fees and charges as detailed in **Appendices 1 and 2** (changes shown in bold type) will allow the service to generate income and recover cost in line with its position and overall Council policy.

## **Statutory and Policy Implications**

20. This report has been compiled after consideration of implications in respect of finance, equal opportunities, 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**

21. 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 2013/14, with implementation from Monday 2 April 2012.

**Derek Higton**  
**Service Director, Youth, Families and Culture**

### **For any enquiries about this report please contact:**

Kirsty Blyth / Carol Newman  
Team Manager, Library Service Development  
T: 0115 982 9040  
E: [kirsty.blyth@nottsccl.gov.uk](mailto:kirsty.blyth@nottsccl.gov.uk)  
E: [carol.newman@nottsccl.gov.uk](mailto:carol.newman@nottsccl.gov.uk)

Mark Dorrington  
Team Manager, Archives and Local Studies  
T: 0115 941 7494  
E: [mark.dorrington@nottsccl.gov.uk](mailto:mark.dorrington@nottsccl.gov.uk)

### **Constitutional Comments (NAB 16/01/13)**

22. Culture Committee has authority to approve the recommendation set out in this report by virtue of its terms of reference.

### **Financial Comments (KLA 16/01/13)**

23. The financial implications are set out in paragraph 21 of this report.

### **Background Papers**

None.

**Electoral Division(s) and Member(s) Affected**

All.

C0163

## PUBLIC LIBRARIES FEES AND CHARGES 2013/14 proposals

Item	Concessions	Charge 2012/13	Charge 2013/14
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	£1.00 per week	£1.00 per week
Spoken Word	Children/Young Adult 0-19, over 60s, visually impaired and Homebound no charge	£1.00 per week	£1.00 per week
E Books	No concessions	£1.00 per download	<b>No charge</b>
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	25p
BL/ILL requests	No concessions	£4.25	£4.25
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 – black and white	No concessions	10p (A4) 20p (A3)	10p (A4) 20p (A3)
Photocopying - colour	No concessions	£50p (A4) £1.00 (A3)	£50p (A4) £1.00 (A3)
Printing – black and white	No concessions	20p (A4) 40p (A3)	20p (A4) 40p (A3)
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	2012/13	2013/14
The Auditorium	<p>Full Day Rates/ Evening rate: Commercial: £200 Community groups, NCC and non profit: £150</p> <p>Hourly rate (max 4 hours): Commercial: £40 Community groups, NCC and non profit: £30</p>	<p><b>Full Day Rates/ Evening rate Mon-Fri 5.30 – 10pm:</b> <b>Commercial: £250</b> <b>Community groups, NCC and non profit: £200</b></p> <p><b>Evening rate Sat/Sun 5.30 – 10pm:</b> <b>Commercial: £350</b> <b>Community groups, NCC and non profit: £300</b></p> <p>Hourly rate (max 4 hours): Commercial: £40 Community groups, NCC and non profit: £30</p>
The Meeting Place	<p>Full Day Rates/ Evening rate: Commercial: £140 Community groups, NCC and non profit: £100</p> <p>Hourly rate (max 4 hours): Commercial: £30 Community groups, NCC and non profit: £20</p>	<p>Full Day Rates/ Evening rate Mon-Fri 5.30 – 10pm: Commercial: £140 Community groups, NCC and non profit: £100</p> <p><b>Evening rate Sat/Sun 5.30 – 10pm:</b> <b>N/A – please contact library events office to hire in conjunction with another library space</b></p> <p>Hourly rate (max 4 hours): Commercial: £30 Community groups, NCC and non profit: £20</p>
Studio Floor	<p>Day and weekend rate for trade fairs/exhibitions:</p> <p>£160 or £250 for the weekend</p>	<p><b>Full Day Rates/ Evening rate Mon-Fri 5.30 – 10pm:</b> <b>Commercial: £200</b> <b>Community groups, NCC and non profit: £150</b></p> <p><b>Evening rate Sat/Sun 5.30 – 10pm:</b> <b>Commercial: £300</b> <b>Community groups, NCC and non profit: £250</b></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: £20 Community groups, NCC and non profit: £15	Hourly rate Commercial: £20 Community groups, NCC and non profit: £15
The Box	Hourly rate Commercial: £20 Community groups, NCC and non profit: £15	Hourly rate Commercial: £20 Community groups, NCC and non profit: £15
Hire per hour pre 5.30 for evening events before library closing time Mon - Fri	N/A	<b>£10</b>
Hire per hour for evening events between library closing time and 5.30 pm Sat-Sun	N/A	<b>£45</b>
Hire per hour or part hour for evening events after 10pm weekdays	N/A	<b>£30</b>
Hire per hour or part hour for evening events after 10pm Sat-Sun	N/A	<b>£45</b>
Tea and coffee	N/A	<b>£1 per person</b>
Tea, coffee and biscuits	N/A	<b>£1.50 per person</b>

For all meeting room hire outside of library opening hours, a minimum surcharge of £25 may be applied to cover caretaking and staff costs.

## 1.2 West Bridgford Library

Room	2012/13	2013/14
Community Meeting rooms 1 & 2	Full day rates/ evening rates: Commercial: £140 Community groups, NCC and non profit: £100	Hourly rate Commercial: £30 Community groups, NCC and non profit: £20

	Hourly rate (max 4 hours) Commercial: £30 Community groups, NCC and non profit: £20	
--	--	--

For meeting room hire outside of library opening hours, a minimum surcharge of £25 may be applied to cover caretaking and staff costs.

### 1.3 Worksoop Library

Room	Hourly Charge 2012/13	Hourly Charge 2013/14
Conference Suite	Commercial: £25  Community groups, NCC and non profit: 50% discount	Commercial: £25  Community groups, NCC and non profit: 50% discount
Meeting Place 1 or 2	Commercial: £16  Community groups, NCC and non profit: 50% discount	Commercial: £16  Community groups, NCC and non profit: 50% discount
The Zone	Commercial: £20  Community groups, NCC and non profit: 50% discount	Commercial: £20  Community groups, NCC and non profit: 50% discount

For all meeting room hire outside of library opening hours, a minimum surcharge of £25 may be applied to cover caretaking and staff costs.

## 2 Library Meeting Rooms

Library	Hourly Charge 2012/13	Hourly Charge 2013/14
Arnold Beeston (Rooms 1 & 2) Eastwood Hucknall Kirkby-in-Ashfield Mansfield Woodhouse Ollerton Retford Southwell Stapleford Sutton in Ashfield	Commercial: £16  Community groups, NCC and non profit: 50% discount	Commercial: £16  Community groups, NCC and non profit: 50% discount



Stapleford Interview Room	Commercial: £10  Community groups, NCC and non profit: 50% discount	Commercial: £10  Community groups, NCC and non profit: 50% discount
Sutton-in-Ashfield Auditorium	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 £25 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**

## ARCHIVES FEES AND CHARGES 2013/14 proposals

	<u>2012/13</u>		<u>2013/14</u>	
<b>SELF SERVICE PHOTOCOPYING</b>				
Black and white (A4)	£0.10		£0.10	
Black and white (A3)	£0.20		£0.20	
Colour (A4)	£0.50		£0.50	
Colour (A3)	£1.00		£1.00	
<b>COMPUTER PRINTOUTS</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>PHOTOCOPYING (BY STAFF)</b>				
Photocopying, A4 and A3 (by staff)	£ 0.70	<i>Handling &amp; Postage Additional £1.80</i>	£ 0.70	<i>Handling &amp; Postage Additional £2.00</i>
Premium Service (same day by staff)	£ 1.20		£ 1.20	
Depositor's (initial copy) free: subsequent copies	£ 0.20		£ 0.20	
(Microfiche) Reader-Printer Copies:				
Self-service	£ 0.60		£ 0.60	
Staff	£ 1.20		£ 1.20	
Photocopies, A4 and A3 of original Archdeaconry wills	£ 1.20		£ 1.20	
<b>PHOTOGRAPHY</b>				
Digital Image	£ 7.00	<i>Handling &amp; Postage Additional £2.50</i>	£ 7.00	<i>Handling &amp; Postage Additional £3.00</i>
Image on CD	£ 9.00		£ 9.00	
Each additional image on CD	£ 6.00		£ 6.00	
Image on plain paper A4	£ 7.50		£ 7.50	
Image on plain paper A3	£ 8.00		£ 8.00	
Image on glossy photographic paper A4	£ 9.00		£ 9.00	
Image on glossy photographic paper A3	£ 10.00		£ 10.00	
Additional charge for image manipulation (for up to ½ hours work)	£ 10.00		£ 10.00	

	<u>2012/13</u>		<u>2013/14</u>	
Commercial photography and bulk orders – quote given on request				
Own camera photographs	£ 0.50 £ 10.00	<i>per frame per day</i>	£ 0.50 £ 10.00	<i>per frame per day</i>
<b>FAX COPIES (at discretion)</b>				
UK per page	£ 0.50		£ 0.50	
International per page	£ 1.00		£ 1.00	
<b>CERTIFIED COPIES</b>				
Anglican & Non conformist Christenings, Burials and pre 1837 Marriages	£ 9.00	<i>Handling &amp; Postage Additional £1.80</i>	£ 9.00	<i>Handling &amp; Postage Additional £2.00</i>
Post 1837 Marriages	£ 9.00		£ 9.00	
School Extracts e.g. Admission Register Entries	£ 9.00		£ 9.00	
Magistrates Courts Extracts	£ 9.00		£ 9.00	
<b>SEARCHES</b>				
Research fee (per hour or part thereof)	£ 25.00		£ 25.00	
<b>LUNCHTIME TALKS – including coffee &amp; biscuits</b>	£ 4.00		£ 4.00	
Other events individually priced				
<b>MICROFICHE CHARGES</b>				
Charge to public customers from existing master fiche	£ 2.50	<i>Plus £7.00 handling charge</i>	£ 2.50	<i>Plus £7.00 handling charge</i>
Charge to public customers for new fiche from originals	at cost		at cost	
Charge to NCC and City Council from existing master fiche	£ 1.60		£ 1.60	
Charge to NFHS (parish register loans)	£ 0.70		£ 0.70	

	<u>2012/13</u>		<u>2013/14</u>	
<b>REPRODUCTION FEES</b>				
Local non-profit making organisations e.g. local history societies & NCC	FREE		FREE	
Commercial publishing and exhibitions; newspapers and periodicals; slides and film	£ 30.00		£ 30.00	
Television – UK	£ 60.00		£ 60.00	
Television – World	£120.00		£120.00	
Commercial display and advertising	£ 60.00		£ 60.00	
Prints for framing for commercial resale	£ 20.00		£ 20.00	
Commercial videos				
: right to reproduce films	£ 90.00		£ 90.00	
: right to reproduce stills	£ 30.00		£ 30.00	
CD ROM/Computer Software				
- commercial including print agreement	£ 60.00		£ 60.00	
- educational interpretive				
- without print agreement	£ 15.00		£ 15.00	
- with print agreement	£ 60.00		£ 60.00	
Internet – single item	£ 60.00		£ 60.00	
<b>RECORD AGENT</b>				
<b>REGISTRATION FEE</b> – per year	£ 35.00		£ 35.00	
<b>MEETINGS ROOM HIRE</b> (½ day charges)				
Concessionary Rate (if member of Archives staff involved)	£ 40.00 £ 55.00	<i>Weekdays</i> <i>Saturday/</i> <i>Sunday</i>	£ 40.00 £ 55.00	<i>Weekdays</i> <i>Saturday/</i> <i>Sunday</i>
Standard Rate	£ 55.00 £ 80.00	<i>Weekday</i> <i>Saturday/</i> <i>Sunday</i>	£ 55.00 £ 80.00	<i>Weekdays</i> <i>Saturday/</i> <i>Sunday</i>
Refreshment facilities	£ 10.00		£ 10.00	
Or Tea/Coffee and biscuits per person	£ 1.20		£ 1.20	
Audio-visual equipment (flat rate)	£ 5.00		£ 5.00	

<b>GROUP VISITS/TALKS</b>	<b><u>2012/13</u></b>		<b><u>2013/14</u></b>	
Introduction to Nottinghamshire Archives				
Day or Evening -1 hour	£ 40.00		£ 40.00	
Day or Evening -1½ hours	£ 45.00		£ 45.00	
Curriculum related study session				
3 hours	£100.00		£100.00	
6 hours	£175.00		£175.00	
Outside talks about Nottinghamshire Archives	£ 55.00	<i>plus travel</i>	£ 55.00	<i>plus travel</i>