



04 February 2021

Agenda Item:4

REPORT OF THE SERVICE DIRECTOR, PLACE AND COMMUNITIES

FEES AND CHARGES 2021/22 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 2021/22.

Information

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. Some charges are influenced by external organisations, for example the British Library and the General Register Office.
4. Fees and charges agreed by Committee are included in the contractual arrangements with Inspire. Charges are proposed by Inspire and approved by the County Council.

Current Position

5. The service is continuing to focus 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.
6. It is proposed that no significant changes to charges are made during 2021/22.
7. Due to Coronavirus, income for libraries and archives has been severely impacted for both fees and charges and room hire, and this may continue for part of 2021/22 whilst recovery takes place.

Proposals

8. Libraries: The new charges proposed are listed in Appendix 1.

- a) Small increases in costs of memory sticks to reflect increased purchase prices.
- b) Additional charges for the refurbished Retford Library for room hire.
- c) Slight reduction on the charge for one of the meeting rooms at Arnold Library to reflect customer feedback.

9. Archives: The new charges proposed are listed in **Appendix 2**.

- a) Increases in copying charges, postage charges, enquiries and research services and group visits/ talks have been adjusted to allow for increased staff costs.
- b) Certified copies are in line with the Church of England Table of Parochial Fees as prepared by the Archbishop's Council. These are not due to be updated until 2025.
- c) Increase of translations and transcription costs to cover the hourly rate of conservators.

Other Options Considered

10. 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.

Reasons for Recommendation

11. 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 costs in line with its position and overall Council policy.

Statutory and Policy Implications

12. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment 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

13. 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

- 1) That the fees and charges set out in Appendices 1 and 2 are approved for 2021/22, with implementation from Thursday April 1st 2021.

**Derek Higton,
Service Director, Place and Communities**

For any enquiries about this report please contact: Kirsty Blyth, Assistant Chief Executive Officer, T: 0115 804432, E: Kirsty.blyth@inspireculture.org.uk
Constitutional Comments (AK 07/01/2021)

14. This report falls within the remit of Communities and Place Committee by virtue of its terms of reference.

Financial Comments (SES 12/01/2021)

15. The financial implications are set out in the report and detailed in **Appendix 1**.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- None

Electoral Division(s) and Member(s) Affected

- All