



## **REPORT OF THE SERVICE DIRECTOR, PLACE AND COMMUNITIES**

### **FEES AND CHARGES 2022/23 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 2022/3.

#### **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 2022/3.
7. Due to Coronavirus, income for libraries and archives has been impacted for both fees and charges and room hire, and this may continue for part of 2022/3 whilst recovery takes place.

#### **Proposals**

8. Libraries: The new charges proposed are listed in Appendix 1.
  - a) Increase in charges for out of hours hire of libraries to reflect increased utility charges.
  - b) A review of meeting room charges including market research has been undertaken, and small increase in some Mansfield Library meeting room and West Bridgford meeting room charges are proposed.
9. Archives: The new charges proposed are listed in **Appendix 2**.

- a) Small increases in copying charges, postage charges, enquiries and research services and group visits/ talks to allow for increased costs, such as postage.
- 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.

### **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 2022/23, with implementation from April 1<sup>st</sup> 2022.

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

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### **Constitutional Comments (LW 21/12/2021)**

14. Communities Committee is the appropriate body to consider the content of the report.

### **Financial Comments (DJK 20/12/2021)**

15. The contents of this report are duly noted, including the slight changes in fees and charges.

## **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