

PUBLIC LIBRARIES FEES AND CHARGES 2019/20 AND PROPOSALS FOR 2020/21

Item	Concessions	Current Charge 2020/21	Proposed Charge 2021/22
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
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	30p	30p
British Library/Inter Library Loan requests	No concessions	£5.30	£5.30
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	Jobseekers up to 10 sheets free per day with proof	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	20p	20p
Memory Sticks	No concessions	£5.50	£6
Earphones	No concessions	£3.50	£3.50
Replacement Library Card	No charge for under 14s	£1.50	£1.50
Replacement charge for lost or damaged stock item	No charge for under 14s	No charge for under 14s, full price 14+	No charge for under 14s, full price 14+

Hire of Library Premises

Room hire charges are subject to VAT where applicable.

1 Strategic Venues

1.1 Mansfield Central Library

Room	2020/21	2021/22
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:</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:</p>

	Commercial: £300 Community groups, NCC and non-profit: £250 Hourly rate (max 4 hours): Commercial: £35 Community groups, NCC and non-profit: £25	Commercial: £300 Community groups, NCC and non-profit: £250 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 Weekdays and 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 2020/21	Hourly Charge 2021/22
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 Worksop Library

Room	Hourly Charge 2020/21	Hourly Charge 2021/22
Conference Suite	Commercial: £30 Community groups, NCC and non-profit: £15	Commercial: £30 Community groups, NCC and non-profit: £15
Meeting Place 1 or 2	Commercial: £20 Community groups, NCC and non-profit: £10	Commercial: £20 Community groups, NCC and non-profit: £10
Meeting Place 3	Commercial: £30 Community groups, NCC and non-profit: £15	Commercial: £30 Community groups, NCC and non-profit: £15

1.4 Beeston Library

Room	Hourly Charge 2020/21	Hourly charge 2021/22
Meeting Room 1, Discovery Room	Commercial: £35 Community Groups, NCC and non-profit: £20	Commercial: £35 Community Groups, NCC and non-profit: £20
Meeting Room 2	Commercial: £25 Community groups, NCC and non-profit: £12.50	Commercial: £25 Community groups, NCC and non-profit: £12.50
Meeting Room 3	Commercial: £15 Community groups, NCC and non-profit: £7.50	Commercial: £15 Community groups, NCC and non-profit: £7.50
Meeting Room 4	Commercial: £12 Community groups, NCC and non-profit: £6	Commercial: £12 Community groups, NCC and non-profit: £6
Art Room	Commercial £35 Community £20	Commercial £35 Community £20

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 2020/21	Hourly Charge 2021/22
Eastwood Hucknall Kirkby-in-Ashfield Mansfield Woodhouse Newark Ollerton Stapleford Bingham Edwinstowe	Commercial: £20 Community groups, NCC and non-profit: £10	Commercial: £20 Community groups, NCC and non-profit: £10
Arnold Meeting Room 1 Meeting Room 2 Meeting Room 3	Commercial: £20 Community groups, NCC and non-profit: £10 Commercial: £20 Community groups, NCC and non-profit: £10 Commercial: £12 Community groups, NCC and non-profit: £6	Commercial: £20 Community groups, NCC and non-profit: £10 Commercial: £18 Community groups, NCC and non-profit: £8 Commercial: £12 Community groups, NCC and non-profit: £6
Retford Downstairs meeting room Upstairs meeting room	Commercial: £20 Community groups, NCC and non-profit: £10 N/A	Commercial: £20 Community groups, NCC and non-profit: £10 Commercial: £20 Community groups, NCC and non-profit: £10
Southwell Meeting Room Upstairs Meeting Room	Commercial: £20 Community groups, NCC and non-profit: £10 Commercial: £15 Community groups, NCC and non-profit: £7.50	Commercial: £20 Community groups, NCC and non-profit: £10 Commercial: £15 Community groups, NCC and non-profit: £7.50

Art Room	Commercial: £15 Community groups, NCC and non-profit: £7.50	Commercial: £15 Community groups, NCC and non-profit: £7.50
Interview Room	Commercial: £12 Community groups, NCC and non-profit: £6	Commercial: £12 Community groups, NCC and non-profit: £6
Sutton in Ashfield		
Main meeting room	Commercial: £20 Community groups, NCC and non-profit: £10	Commercial: £20 Community groups, NCC and non-profit: £10
Small meeting room	Commercial: £12 Community groups, NCC and non-profit: £6	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 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 (please note that a minimum surcharge of £35 may be applied to cover caretaking and staff costs if the site requires).

Library	2020/21	2021/22
Southwell	Commercial: £25 an hour Community groups, NCC and non-profit: £12.50 Kitchen £6.00 per session	Commercial: £25 an hour Community groups, NCC and non-profit: £12.50 Kitchen £6.00 per session
Other library buildings subject to facilities, space, staffing and keyholding	Commercial: £20 Community groups, NCC and non-profit: £10	Commercial: £20 Community groups, NCC and non-profit: £10

4 Consumables

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

	2020/21	2021/22
Flip chart paper	£5 per pad	£5 per pad
Box of pens	£5 per set	£5 per set

5 Hire of Gallery and Exhibition Spaces

5.1 Gallery Spaces

Library	Charge 2020/21	Charge 2021/22
Mansfield Central	<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 - £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 - £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 - £10 per week (applications for cabinet hire will be considered as part of the shared gallery hire process)</p>
Beeston	<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 only £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 only £5 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>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>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

Library	Charge 2020/21	Charge 2021/22
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>

HERITAGE FEES AND CHARGES 2019/20 Proposals

	2020/21	2021/22
SELF SERVICE COMPUTER AND MICROFICHE/FILM PRINTS		
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
SELF SERVICE OWN CAMERA		
Own camera day pass	£10.00	£11.00
REPROGRAPHIC COPIES BY ARCHIVES STAFF		
Choose from digital image on CD, or via email, OR hardcopy (A4 or A3).		
Copying per 15 minutes	£10	£11
Copying per half hour	£19.00	£20.00
Copying per hour	£29.00	£30.00
Postage and handling (UK – overseas at cost)	£4.50	£4.50
BULK ORDERS OR COMMERCIAL OR FRAGILE DOCUMENTS	Quote given on request	Quote given on request
CERTIFIED COPIES Add research fee where exact reference not provided		
Anglican & Non-conformist Christenings, Burials and pre-1837 Marriages	£14.00	£14.00
Post 1837 Marriages	£10.00	£11.00
School Extracts, e.g. Admission Register Entries	£10.00	£11.00
Magistrates Courts Extracts	£10.00	£11.00
Postage and handling (UK – overseas at cost)	£4.50	£4.50
Other certified copies	See reprographic copy prices	See reprographic copy prices
ENQUIRIES AND RESEARCH SERVICE		
Responding to enquiries relating to use of service.	Free	Free
Responding to enquiries that require searching of catalogues and indexes	Research fee applies.	Research fee applies.

Research OR 1-1 Consultation per 15 minutes	£10	£11
Research OR 1-1 Consultation per half hour	£19.00	£20.00
Research OR 1-1 Consultation per hour	£29.00	£30.00
Assisted Research (personal assistance in archive searchroom) per hour	£29.00	£30.00
Provision of professional advice by a qualified conservator or archivist.	£50 per hour + mileage @ 45p per mile	£50 per hour + mileage @ 45p per mile
Translation (from Latin into modern English) per hour	£35.00	£40.00
Transcription of archival documents into English (per hour)	£35.00	£40.00
TALKS & WORKSHOPS		
Scheduled talks and workshops per person	£5.00	£5.00
REPRODUCTION/PUBLICATION FEES – DIGITAL AND PRINTED		
Staff are permitted to negotiate publication fees where appropriate.		
Reproduction fee per item for commercial use	£50.00 per image	£50.00 per image
Not-for-profit (per image)	£15.00 per image	£15.00 per image
Broadcasting: regional	£100.00 per image	£100.00 per image
Broadcasting: networked	£150.00 per image	£150.00 per image
Broadcasting: UK and overseas	£250.00 per image	£250.00 per image
MEETINGS ROOM HIRE		
Hourly rate (during opening hours)	Commercial: £25.00 Community groups, NCC and non-profit: £15.00	Commercial: £25.00 Community groups, NCC and non-profit: £15.00
Meeting room hire charges outside of building opening hours by negotiation.		
GROUP VISITS/TALKS		
Onsite up to 15 people Choose from our range including Introduction to Archives, source or thematic based		
1.5 hours	£60.00	£65.00
Onsite bespoke workshops		
3 hours	£120.00	£130.00
6 hours	£180.00	£190.00
Talks at external venues	£55.00 (plus travel)	£60.00 (plus travel)

CONSERVATION		
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
GALLERY HIRE		
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
DOCUMENT CASE HIRE		
Hire of document case (per fortnight)	£30	£30
Failure to return document case on agreed date (per case per week)	£30	£30
Delivery of document case (per mile from Nottinghamshire Archives)	£0.45	£0.45
Other		
Replacement Library Card	£1.50	£1.50
Memory sticks		£6

All charges inclusive of VAT where applicable.