

REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURE**FEES AND CHARGES 2016/17 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 2016/17.

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 price sensitivity 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.
7. Fees and Charges agreed by Committee are included in the contractual arrangements with the new arm's length organisation – Inspire.

Current position

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

10. The budgeted level of income scheduled for 2015/16 amounts to £330,000 and is currently projected to be on target.
11. Overall fees and charges are now in the upper quartile compared with other authorities and thus significant changes are not appropriate.

Proposals

12. In consequence the following changes to the charging regime for the service are proposed for 2016/17.
13. Libraries: see **Appendix 1**
 - a. minor changes to meeting room commercial hire rates
 - b. setting charges for new meeting rooms.
14. Archives: see **Appendix 2**

Revised charges are proposed for:

- a. handling of building plans, as they consist of several large, often fragile, documents in specialist envelopes or packages, which require a substantial amount of staff time to copy and deliver digitally.
- b. providing copies of ordnance survey maps (this brings into line with the charge for wills)
- c. meeting room commercial hire rate
- d. gallery hire.

Other Options Considered

15. 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

16. 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

17. This report has been compiled after consideration of implications in respect of finance, public sector equality duty, 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

18. 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 2016/17, with implementation from Friday 1 April 2016.

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Constitutional Comments (SMG 16/12/15)

19. The Committee has responsibility for libraries and archives. The proposals set out in this report fall within the remit of the Committee.

Financial Comments (SS 16/12/15)

20. The financial implications of the report are set out in paragraph 18 and the appendices to the report.

Background Papers and Published Documents

None.

Electoral Division(s) and Member(s) Affected

All.

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