

REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURAL SERVICES**FEES AND CHARGES 2015/16 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 2015/16.

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.

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 2014/15 amounts to £303,000 and is currently projected to be on target.
10. Overall fees and charges are now in the upper quartile compared with other authorities and thus significant changes are not appropriate.

Proposals

11. In consequence the following changes to the charging regime for the service are proposed for 2015/16.
12. Libraries (see **Appendix 1**):
 - minor changes to meeting room and gallery hire rates
 - harmonisation of photocopying and printing charges.
13. Archives (see **Appendix 2**):
 - changes to the meeting room hire rates are proposed following the completion of the extension and refurbishment project. For the first year these have been set as for West Bridgford Library
 - self-service photocopying - harmonised in line with libraries
 - staff managed photocopying and photography – charges have been streamlined to reduce staff resources spent providing quotes, to make charges more transparent.

Other Options Considered

14. 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

15. 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

16. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working 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

17. 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 proposed fees and charges within the Libraries, Archives and Information Service, as set out in **Appendices 1 and 2**, are approved for 2015/16, with implementation from Monday 6 April 2015.

Derek Higton
Service Director, Youth, Families and Cultural Services

For any enquiries about this report please contact:

Linda Turner
Team Manager, Library Service Commissioning
T: 0115 982 9042
E: linda.turner@nottsc.gov.uk

Ruth Imeson
Team Manager, Archives and Local Studies
T: 0115 941 7494
E: ruth.imeson@nottsc.gov.uk

Constitutional Comments (LM 20/11/14)

18. The recommendations in the report fall within the terms of reference of the Culture Committee.

Financial Comments (KLA 17/11/14)

19. The financial implications of the report are set out in paragraph 17 and the appendices to the report.

Background Papers and Published Papers

None.

Electoral Division(s) and Member(s) Affected

All.

C0523

Public Libraries Fees and Charges 2014/15 and proposals for 2015/16

Item	Concessions	Current Charge 2014/15	Proposed Charge 2015/16
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	N/A	N/A
Spoken Word	Children/Young Adult 0-19, over 60s, visually impaired and Homebound no charge	£1.00 per week	£1.00 per week
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)	20p (A4) 40p (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	2014/15	2015/16
The Auditorium	<p>Full Day Rates/ Evening rate Mon-Fri 5.30 – 10pm: Commercial: £250 Community groups, NCC and non-profit: £200</p> <p>Evening rate Sat/Sun 5.30 – 10pm: Commercial: £350 Community groups, NCC and non-profit: £300</p> <p>Hourly rate (max 4 hours): Commercial: £40 Community groups, NCC and non-profit: £30</p>	<p>Full Day Rates/ Evening rate Mon-Fri 5.30 – 10pm: Commercial: £250 Community groups, NCC and non-profit: £200</p> <p>Evening rate Sat/Sun 5.30 – 10pm: Commercial: £350 Community groups, NCC and non-profit: £300</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 Mon-Fri 5.30 – 10pm: Commercial: £140 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: £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>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: £30 Community groups, NCC and non-profit: £20</p>
Studio Floor	<p>Full Day Rates/ Evening rate Mon-Fri 5.30 – 10pm: Commercial: £200 Community groups, NCC and non-profit: £150</p> <p>Evening rate Sat/Sun 5.30 – 10pm: Commercial: £300 Community groups, NCC and</p>	<p>Full Day Rates/ Evening rate Mon-Fri 5.30 – 10pm: Commercial: £200 Community groups, NCC and non-profit: £150</p> <p>Evening rate Sat/Sun 5.30 – 10pm: Commercial: £300 Community groups, NCC and</p>

	non-profit: £250 Hourly rate (max 4 hours): Commercial: £35 Community groups, NCC and non-profit: £25	non-profit: £250 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
The Discovery Room	Evening rate (Mon-Fri) 4.30 – 10pm Commercial: £180 Community groups, NCC and non-profit: £120 Hourly rate Sat / Sun Commercial : £60 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: £180 Community groups, NCC and non-profit: £120 Hourly rate Sat / Sun Commercial : £60 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
Tea and coffee	Now provided via cafe	Price on application
Tea, coffee and biscuits	Now provided via cafe	Price on application

For all meeting room hire outside of library opening hours, a minimum surcharge of £30 may be applied to cover caretaking and staff costs.

1.2 West Bridgford Library

Room	2014/15	2015/16
Cedar and Pine Community Meeting rooms	Hourly rate Commercial: £30 Community groups, NCC and non-profit: £20	Hourly rate Commercial: £30 Community groups, NCC and non profit: £20

For meeting room hire outside of library opening hours, a minimum surcharge of £30 may be applied to cover caretaking and staff costs.

1.3 Worksoop Library

Room	Hourly Charge 2014/15	Hourly Charge 2015/16
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 £30 may be applied to cover caretaking and staff costs.

2 Library Meeting Rooms

Library	Hourly Charge 2014/15	Hourly Charge 2015/16
Arnold Eastwood Hucknall Kirkby-in-Ashfield Mansfield Woodhouse Newark Ollerton Retford Stapleford Sutton in Ashfield	Commercial: £16 Community groups, NCC and non-profit: 50% discount	Commercial: £16 Community groups, NCC and non-profit: 50% discount
Beeston Large Room and Exhibition Area Small Room	Commercial: £16 Community groups, NCC and non-profit: 50% discount Commercial: £16 Community groups, NCC and non-profit: 50% discount	Commercial: £16 Community groups, NCC and non-profit: 50% discount Commercial: £12 Community groups, NCC and non-profit: 50% discount
Southwell Meeting Rooms The Core Art Room Interview Room	Commercial: £16 Community groups, NCC and non-profit: 50% discount N/A N/A N/A	Commercial: £16 Community groups, NCC and non-profit: 50% discount Commercial: £16 Community groups, NCC and non-profit: 50% discount Kitchen £6.00 per session Commercial: £12 Community groups, NCC and non-profit: 50% discount Commercial: £10 Community groups, NCC and non-profit: 50% discount

For all meeting room hire outside of library opening hours, a minimum surcharge of £30 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

4 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:

Library	2014/15	2015/16
Southwell – main library space	Commercial: £20 an hour Community groups, NCC and non-profit: 50% discount	Commercial: £20 an hour Community groups, NCC and non-profit: 50% discount
Other library buildings subject to facilities, space and staffing	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 £30 may be applied to cover caretaking and staff costs.

5 Hire of Gallery and Exhibition Spaces

5.1 Gallery Spaces

Library	Charge 2014/15	Charge 2015/16
Mansfield Central	Six weeks full gallery hire - £200: non-profit £100 Three weeks full gallery hire - £120: non-profit £60 Shared gallery hire – shared exhibition – negotiated rates Display Cabinet hire - £10 per week (applications for cabinet hire will be considered as part of the shared gallery hire process)	Six weeks full gallery hire - £180: non-profit £90 Three weeks full gallery hire - £100: non-profit £45 Shared gallery hire – shared exhibition – negotiated rates Display Cabinet hire - £10 per week (applications for cabinet hire will be considered as part of the shared gallery hire process)
West Bridgford	Six weeks full gallery hire - £250: non-profit £125 Three weeks full gallery hire - £140: non-profit £70	Six weeks full gallery hire - £220: non-profit £100 Three weeks full gallery hire - £120: non-profit £60

	<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>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 - £250: non-profit £125</p> <p>Three weeks full gallery hire - £140: non-profit £70</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 - £5 per week (applications for cabinet hire will be considered as part of the shared gallery hire process)</p>

Exhibition Spaces

Arnold	<p>Six weeks full gallery hire - £150: non-profit £75</p> <p>Three weeks full gallery hire - £80: non-profit £40</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>
Beeston	<p>Six weeks full gallery hire - £200: 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>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>
Retford	N/A	<p>Six weeks full gallery hire - £50: non-profit £25</p> <p>Three weeks full gallery hire - £30: non-profit £15</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p>

Archives Fees and Charges 2014/15 and proposals for 2015/16

	2014/15	2015/16 Proposed Charge
SELF SERVICE PHOTOCOPYING AND COMPUTER PRINTOUTS		
Black and white (A4)	£0.10	£0.20
Black and white (A3)	£0.20	£0.40
Colour (A4)	£0.50	£0.50
Colour (A3)	£1.00	£1.00
Microfiche printouts	£0.60	£0.60
SERVICE USERS IN SEARCHROOM		
Building plans		£1 per page up to £5 max charge
Ordnance Survey maps		£1 per page up to £5 max charge
Wills		£1 per page up to £8 max charge
Other documents		£1 per page
Depositor's first copy	Free	Free
Depositor's subsequent copies	£0.20	£0.50
Own camera (per frame)	£0.50	£1.00
Own camera (day pass)	£10.00	£10.00
REMOTE SERVICE USERS		
Building plans		£5 per plan
Ordnance Survey maps		£5 per map
Wills		£8 per will
Other documents		£1 per page with £5 min charge
Microfiche printouts	£1.20	£1.50
Postage and handling	£2.00	£3.00
COMMERCIAL PHOTOGRAPHY AND BULK ORDERS		
	Quote given on request	Quote given on request
CERTIFIED COPIES		
Anglican & Non-conformist Christenings, Burials and pre-1837 Marriages	£9.00	£9.00
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
Postage and handling	£2.00	£3.00
MICROFICHE CHARGES		
Charge to public customers from existing master fiche	£2.50	£2.50
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
Postage and handling	£7.00	£7.00

SEARCHES		
Research fee (per hour or part thereof)	£25.00	£25.00
LUNCHTIME TALKS – including coffee and biscuits	£4.00	£4.00
REPRODUCTION FEES		
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
MEETINGS ROOM HIRE		
Hourly rate	£40-£80 per half day	Commercial: £30 per hour Community groups, NCC and non-profit: £20 per hour
For meeting room hire outside of opening hours, a minimum surcharge of £30 may be applied to cover caretaking and staff costs.		
GROUP VISITS/TALKS		
Introduction to Nottinghamshire Archives 1 hour	£40.00	£40.00
1.5 hours	£45.00	£45.00
Curriculum related study session 3 hours	£100.00	£100.00
6 hours	£175.00	£175.00
Talks at external venues	£55.00	£55.00 (plus travel)