

7 February 2019

Agenda Item:6

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

### **FEES AND CHARGES 2019/20 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 2019/20.

#### **Information**

##### **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. 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 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.
6. Current income is falling in some areas (eg fees and charges), reflecting changes in usage patterns. Significant changes to charges is therefore not being proposed at this time, but a thorough review of trend and best practice will be carried out in 2019.
7. The budgeted level of income scheduled for 2018/19 amounts to a stretch target of £280,700 for fees and charges excluding room hire and £335,000 for room hire.

##### **Proposals**

8. Libraries: The new charges proposed are listed in Appendix 1.
  - a) Small increases in costs of consumables (earphones, memory sticks, flip chart paper) to reflect increased purchase prices.

- b) Changes to existing charges are limited to minor adjustments to meeting room hire rates at some libraries to increase consistency across service points for what is offered.
  - c) Decreased charges in Mansfield for gallery hire to be in line with Worksop and Beeston Libraries.
9. Archives: The new charges proposed are listed in Appendix 2.
- a) Increases in copying charges, enquiries and research services and group visits/ talks have been adjusted to allow for increased staff costs.
  - b) Some fees eg translation and professional advice and reproduction/ publication fees have been stated to increase transparency for customers, avoiding a negotiation process.
  - c) Certified copies are in line with the Church of England Table of Parochial Fees as prepared by the Archbishop's Council.
  - d) Microfiche charges postage and handling is to be changed to an at cost fee, to be fairer to customers.

### **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/S**

- 1) That the fees and charges set out in Appendices 1 and 2 are approved for 2019/20, with implementation from Monday April 1<sup>st</sup> 2019.

**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](mailto:Kirsty.blyth@inspireculture.org.uk)

### **Constitutional Comments [KK 27/12/2018]**

14. The proposal in this report is within the remit of the Communities and Place Committee.

### **Financial Comments [DJK 27/12/2018]**

15. The increase in fees and charges are clearly laid out in the appendices to this report.

### **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

## PUBLIC LIBRARIES FEES AND CHARGES 2018/19 AND PROPOSALS FOR 2019/20

Item	Concessions	Current Charge 2018/19	Proposed Charge 2019/20
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	£5.00	<b>£5.50</b>
Earphones	No concessions	£1.50	<b>£2.00</b>
Replacement Library Card	No charge for under 14s	£1.50	£1.50

## Hire of Library Premises

Room hire charges are subject to VAT where applicable.

### 1 Strategic Venues

#### 1.1 Mansfield Central Library

Room	2018/19	2019/20
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>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: Commercial: £300 Community groups, NCC and non-profit: £250 Hourly rate (max 4 hours): Commercial: £35 Community groups, NCC and non-profit: £25</p>	<p>Evening rate Sat/Sun 5.30 – 10pm: Commercial: £300 Community groups, NCC and non-profit: £250 Hourly rate (max 4 hours): Commercial: £35 Community groups, NCC and non-profit: £25</p>
Green Room	<p>Hourly rate Commercial: £25 Community groups, NCC and non-profit: £15</p>	<p>Hourly rate Commercial: £25 Community groups, NCC and non-profit: £15</p>
The Box	<p>Hourly rate Commercial: £25 Community groups, NCC and non-profit: £15</p>	<p>Hourly rate Commercial: £25 Community groups, NCC and non-profit: £15</p>
The Discovery Room	<p>Evening rate (Mon-Fri) 4.30 – 10pm Commercial: £195 Community groups, NCC and non-profit: £120</p> <p>Hourly rate Sat / Sun Commercial : £65 Community groups, NCC and non-profit: £40</p> <p>Evening rate Sat/Sun 5.30 – 10pm – N/A contact library events office to hire in conjunction with another library space</p>	<p>Evening rate (Mon-Fri) 4.30 – 10pm Commercial: £195 Community groups, NCC and non-profit: £120</p> <p>Hourly rate Weekdays and Sat / Sun Commercial : £65 Community groups, NCC and non-profit: £40</p> <p>Evening rate Sat/Sun 5.30 – 10pm – N/A contact library events office to hire in conjunction with another library space</p>
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 2018/19	Hourly Charge 2019/20
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 2018/19	Hourly Charge 2019/20
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: £25  Community groups, NCC and non-profit: £12.50	<b>Commercial: £30</b>  <b>Community groups, NCC and non-profit: £15</b>

### 1.4 Beeston Library

Room	Hourly Charge 2018/19	Hourly charge 2019/20
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: £10	Commercial: £25  <b>Community groups, NCC and non-profit: £12.50</b>
Meeting Room 3	Commercial: £15  Community groups, NCC and non-profit: £7	Commercial: £15  <b>Community groups, NCC and non-profit: £7.50</b>
Meeting Room 4	Commercial: £10	<b>Commercial: £12</b>

	Community groups, NCC and non-profit: £5	<b>Community groups, NCC and non-profit: £6</b>
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 2018/19	Hourly Charge 2019/20
Eastwood Hucknall Kirkby-in-Ashfield Mansfield Woodhouse Newark Ollerton Retford Stapleford Bingham <b>Edwinstowe</b>	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 £15 Community groups, NCC and non-profit: £ 5  Commercial £10 Community groups, NCC and non-profit: £5	Commercial: £20 Community groups, NCC and non-profit: £10  <b>Commercial: £20</b> <b>Community groups, NCC and non-profit: £10</b>  <b>Commercial: £12</b> <b>Community groups, NCC and non-profit: £6</b>
Southwell  Meeting Room  Upstairs Meeting Room	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  <b>Commercial: £15</b> <b>Community groups, NCC and non-profit: £7.50</b>



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
<b>Sutton in Ashfield</b>		
Main meeting room	Commercial: £20  Community groups, NCC and non-profit: £10	Commercial: £20  Community groups, NCC and non-profit: £10
<b>Small meeting room</b>	Commercial £10 Community groups, NCC and non-profit: £5	<b>Commercial: £12</b> <b>Community groups, NCC and non-profit: £6</b>

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	2018/19	2019/20
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 <b>and keyholding</b>	Commercial: £16  Community groups, NCC and non-profit: 50% discount	<b>Commercial: £20</b>  <b>Community groups, NCC and non-profit: £10</b>

## 4 Consumables

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

	2018/19	2019/20
Flip chart paper Box of pens	£4 per pad £5 per set	<b>£5 per pad</b> £5 per set

## 5 Hire of Gallery and Exhibition Spaces

### 5.1 Gallery Spaces

Library	Charge 2018/19	Charge 2019/20
Mansfield Central	<p>Six weeks full gallery hire - £180: non-profit £90</p> <p>Three weeks full gallery hire - £100: 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><b>Six weeks full gallery hire - £150: non-profit £75</b></p> <p>Three weeks full gallery hire - <b>£85: non-profit £45</b></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 -</p>	<p>Six weeks full gallery hire - £220: non-profit £100</p> <p>Three weeks full gallery hire -</p>

	<p>£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>£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>
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

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>
Retford	<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>	<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>

## APPENDIX 2

### HERITAGE FEES AND CHARGES 2019/20 Proposals

	2018/19	2019/20
<b>SELF SERVICE COMPUTER AND MICROFICHE/FILM PRINTS</b>		
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
<b>SELF SERVICE OWN CAMERA</b>		
Own camera per frame	£1.00	£1.00
Own camera day pass	£10.00	£10.00
<b>REPROGRAPHIC COPIES BY ARCHIVES STAFF</b>		
<b>Choose from digital image on CD, or via email, OR hardcopy (A4 or A3).</b>		
Copying per 15 minutes	Not available	<b>£10</b>
Copying per half hour	£17.00	<b>£18.00</b>
Copying per hour	£27.00	<b>£28.00</b>
Postage and handling (UK – overseas at cost)	£3.50	<b>£4.00</b>
<b>BULK ORDERS OR COMMERCIAL OR FRAGILE DOCUMENTS</b>	Quote given on request	Quote given on request
<b>CERTIFIED COPIES</b> <b>Add research fee where exact reference not provided</b>		
Anglican & Non-conformist Christenings, Burials and pre-1837 Marriages	£14.00	£14.00
Post 1837 Marriages	£10.00	£10.00
School Extracts, e.g. Admission Register Entries	£10.00	£10.00
Magistrates Courts Extracts	£10.00	£10.00
Postage and handling (UK – overseas at cost)	£3.50	<b>£4.00</b>
<b>MICROFICHE CHARGES</b>		
Charge for microfiche copies of existing master fiche OR new fiche from originals	Quote available on request	Quote available on request

Postage and handling	£10.00	<b>At cost</b>
<b>ENQUIRIES AND RESEARCH SERVICE</b>		
Responding to enquiries relating to use of service.	Free	Free
Responding to basic enquiries related to collections (e.g. signposting to catalogues)	Free	<b>Free for up to 30 minutes</b>
Responding to enquiries that require searching of catalogues and indexes	Previously covered under research fee	<b>Research fee applies.</b>
Research OR 1-1 Consultation per 15 minutes	Not available	<b>£10</b>
Research OR 1-1 Consultation per half hour	£17.00	<b>£18.00</b>
Research OR 1-1 Consultation per hour	£27.00	<b>£28.00</b>
Assisted Research (personal assistance in archive searchroom) per hour	Not available	<b>£28.00</b>
Provision of professional advice by a qualified conservator or archivist.	By negotiation	<b>£50 per hour + mileage @ 45p per mile</b>
Translation (from Latin into modern English) per hour	By negotiation	<b>£28.00</b>
Transcription of archival documents into modern English (per hour)	By negotiation	<b>£28.00</b>
<b>TALKS &amp; WORKSHOPS</b>		
Scheduled talks and workshops per person	£5.00	£5.00
<b>REPRODUCTION/PUBLICATION FEES – DIGITAL AND PRINTED</b>		
Staff are permitted to negotiate publication fees where appropriate.		
Reproduction fee per item (commercial publications)	By quotation	<b>£50.00 per image</b>
Reproduction fee for internal commercial decoration (price per building)	By quotation	<b>£20.00 per image</b>
Not-for-profit (per image)	By quotation	<b>£15.00 per image</b>
Broadcasting: regional	By quotation	<b>£100.00 per image</b>
Broadcasting: networked	By quotation	<b>£150.00 per image</b>
Broadcasting: UK and overseas	By quotation	<b>£250.00 per image</b>
<b>MEETINGS ROOM HIRE</b>		
Hourly rate	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.		

<b>GROUP VISITS/TALKS</b>		
Onsite Choose from our range including Introduction to Archives, source or thematic based		
1.5 hours	£50.00	<b>£55.00</b>
Onsite Curriculum related study session	£100.00	<b>£110.00</b>
3 hours	£175.00	<b>£180.00</b>
6 hours		
Talks at external venues	£55.00 (plus travel)	£55.00 (plus travel)
<b>CONSERVATION</b>		
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.	Quote available on request	Quote available on request
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.		
<b>GALLERY HIRE</b>		
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
<b>DOCUMENT CASE HIRE</b>		
Hire of document case (per fortnight)	Not available	<b>£30</b>
Failure to return document case on agreed date (per case per week)	Not available	<b>£30</b>
Delivery of document case (per mile from Nottinghamshire Archives)	Not available	<b>£0.45</b>

All charges inclusive of VAT where applicable.

