

REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURE**FEES AND CHARGES 2014/15 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 2014/15.

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 2013/14 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.
11. The decline of borrowing for music CDs has been dramatic over the last five years. No new music CDs have been purchased since April 2011 and it is proposed to withdraw the remaining collections in April 2014

Proposals

12. In consequence the following changes to the charging regime for the service are proposed for 2014/15:

Libraries:

- withdraw the rate for music CD hire
- minor changes to meeting room and gallery hire rates
- introduction of a hire rate for display walls in small libraries.

Archives:

- no changes are proposed.

Other Options Considered

13. 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

14. 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 cost in line with its position and overall Council policy.

Statutory and Policy Implications

15. 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

16. 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 set out in **Appendices 1 and 2** are approved for 2014/15, with implementation from Monday 7 April 2014.

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Constitutional Comments (LM 09/01/13)

17. The Culture Committee has delegated authority within the Constitution to approve the recommendations in the report.

Financial Comments (KA10/01/13)

18. The financial implications of the report are set out in paragraph 16 above

Background Papers and Published Documents

None.

Electoral Division(s) and Member(s) Affected

All.

C0351

PUBLIC LIBRARIES FEES AND CHARGES 2014/15 proposals

Item	Concessions	Charge 2013/14	Charge 2014/15
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	£1.00 per week	N/A
Spoken Word	Children/Young Adult 0-19, over 60s, visually impaired and Homebound no charge	£1.00 per week	£1.00 per wee
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)	10p (A4) 20p (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	2013/14	2014/15
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:</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:</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: £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	N/A	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	£1 per person	Now provided via cafe
Tea, coffee and biscuits	£1.50 per person	Now provided via cafe

For all meeting room hire outside of library opening hours, a minimum surcharge of £25 may be applied to cover caretaking and staff costs.

1.2 West Bridgford Library

Room	2013/14	2014/15
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 £25 may be applied to cover caretaking and staff costs.

1.3 Worksoop Library

Room	Hourly Charge 2013/14	Hourly Charge 2014/15
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 £25 may be applied to cover caretaking and staff costs.

2 Library Meeting Rooms

Library	Hourly Charge 2013/14	Hourly Charge 2014/15
Arnold Beeston (Rooms 1 & 2) Eastwood Hucknall Kirkby-in-Ashfield Mansfield Woodhouse Ollerton Retford Southwell Stapleford Sutton in Ashfield	Commercial: £16 Community groups, NCC and non profit: 50% discount	Commercial: £16 Community groups, NCC and non profit: 50% discount
Sutton-in-Ashfield Auditorium	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 £25 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	2013/14	2014/15
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 an hour 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 £25 may be applied to cover caretaking and staff costs.

5 Hire of Gallery and Exhibition Spaces

5.1 Gallery Spaces

Library	Charge 2013/14	Charge 2014/15
Mansfield Central	<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>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 - £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>Display Cabinet hire - £10 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 - £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>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 - £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>
Worksop	<p>Six weeks full gallery hire - £300: non-profit £150</p> <p>Three weeks full gallery hire - £160: non-profit £80</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 - £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>

Exhibition Spaces

a. 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 - £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>
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 - £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>
Retford	N/A	<p>Six weeks full gallery hire - £100: non-profit £50</p> <p>Three weeks full gallery hire - £60: non-profit £30</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p>

b. Display Walls (smaller libraries)

£ 30 per 3 weeks and appropriate administration and insurance costs

ARCHIVES FEES AND CHARGES 2014/15 proposals

	<u>2013/14</u>		<u>2014/15</u>	
SELF SERVICE PHOTOCOPYING				
Black and white (A4)	£0.10		£0.10	
Black and white (A3)	£0.20		£0.20	
Colour (A4)	£0.50		£0.50	
Colour (A3)	£1.00		£1.00	
COMPUTER PRINTOUTS				
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	
PHOTOCOPYING (BY STAFF)				
Photocopying, A4 and A3 (by staff)	£ 0.70	<i>Handling & Postage Additional £2.00</i>	£ 0.70	<i>Handling & Postage Additional £2.00</i>
Premium Service (same day by staff)	£ 1.20		£ 1.20	
Depositor's (initial copy) free: subsequent copies	£ 0.20		£ 0.20	
(Microfiche) Reader-Printer Copies: Self-service	£ 0.60		£ 0.60	
Staff	£ 1.20		£ 1.20	
Photocopies, A4 and A3 of original Archdeaconry wills	£ 1.20		£ 1.20	
PHOTOGRAPHY				
Digital Image	£ 7.00	<i>Handling & Postage Additional £3.00</i>	£ 7.00	<i>Handling & Postage Additional £3.00</i>
Image on CD	£ 9.00		£ 9.00	
Each additional image on CD	£ 6.00		£ 6.00	
Image on plain paper A4	£ 7.50		£ 7.50	
Image on plain paper A3	£ 8.00		£ 8.00	
Image on glossy photographic paper A4	£ 9.00		£ 9.00	
Image on glossy photographic paper A3	£ 10.00		£ 10.00	
Additional charge for image manipulation (for up to ½ hours work)	£ 10.00		£ 10.00	
	<u>2013/14</u>		<u>2014/15</u>	

Commercial photography and bulk orders – quote given on request

Own camera photographs	£ 0.50	<i>per frame</i>	£ 0.50
	£ 10.00	<i>per day</i>	£ 10.00

FAX COPIES (at discretion)

UK per page	£ 0.50	£ 0.50
International per page	£ 1.00	£ 1.00

CERTIFIED COPIES

Anglican & Non conformist Christenings, Burials and pre 1837 Marriages	£ 9.00	<i>Handling & Postage Additional £2.00</i>	£ 9.00	<i>Handling & Postage Additional £2.00</i>
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	

SEARCHES

Research fee (per hour or part thereof)	£ 25.00	£ 25.00
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LUNCHTIME TALKS – including coffee & biscuits	£ 4.00	£ 4.00
Other events individually priced		

MICROFICHE CHARGES

Charge to public customers from existing master fiche	£ 2.50	<i>Plus £7.00 handling charge</i>	£ 2.50	<i>Plus £7.00 handling charge</i>
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	

2013/14

2014/15

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

RECORD AGENT

REGISTRATION FEE – per year	£ 35.00	£ 35.00
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MEETINGS ROOM HIRE (½ day charges)

Concessionary Rate (if member of Archives staff involved)	£ 40.00	<i>Weekdays</i>	
	£ 55.00	<i>Saturday/</i>	
		<i>Sunday</i>	£ 40.00
			£ 55.00
Standard Rate	£ 55.00	<i>Weekdays</i>	
	£ 80.00	<i>Saturday/</i>	
		<i>Sunday</i>	£ 55.00
			£ 80.00

Refreshment facilities	£ 10.00	£ 10.00
Or Tea/Coffee and biscuits per person	£ 1.20	£ 1.20

Audio-visual equipment (flat rate)	£ 5.00	£ 5.00
	<u>2013/14</u>	<u>2014/15</u>

GROUP VISITS/TALKS

Introduction to Nottinghamshire Archives

Day or Evening -1 hour	£ 40.00	£ 40.00
Day or Evening -1½ hours	£ 45.00	£ 45.00

Curriculum related study session

3 hours	£100.00	£100.00
6 hours	£175.00	£175.00

Outside talks about Nottinghamshire Archives	£ 55.00 <i>plus</i> <i>travel</i>	£ 55.00 <i>plus</i> <i>travel</i>
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