

LIBRARY CHARGES and LOAN PERIODS

Effective from 1st April 2014

Please note charges apply to each item

ITEM	Loan period (days)	Hire charge (£)	Overdue charge and period (£)	Maximum total overdue charge(£)
Books				
- adults	21	FREE	0.18 per day	7.56
- teenage	21	FREE	0.10 per day	4.20
PS3/Wii/NintendoDS/Xbox 7		1.50	0.50 per day	7.00
DVDs	7	2.00	0.50 per day	7.00
Language courses	21	2.00	0.20 per day	8.40
Music CDs	7	1.00	0.35 per day	4.90
Spoken Word cassettes	21	1.50	0.18 per day	7.56
Spoken Word CD/ MP3 CD	21	2.20	0.18 per day	7.56
Playaway	21	1.50	0.18 per day	7.56
Music Scores (per 20 copies)		10.00	0.18 per day	7.56
Music Scores Delivery Charge		£5.00		

RESERVATIONS

Listed in catalogue or on order	FREE
Not in stock	1.70
British Library	6.00
Children	FREE

REPLACEMENT TICKETS

Adults	1.50
Under 16's	1.00

REPRODUCTION CHARGES and OTHER SERVICES

Effective from 1st April 2014

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PHOTOCOPIES/PRINTOUTS

A4 single-sided (B&W)	0.10
A4 single-sided (coloured)	0.30
A3 single-sided (B&W)	0.25
A3 single-sided (coloured)	0.75
Stapling (per staple)	0.05

MICROFORM PRINTOUTS

A4 (B&W)	0.50
A3 (B&W)	0.75

DIGITAL PHOTOGRAPHS

From stock (per item)	0.50
From stock (daily rate)	10.00
Building photos (per session)	10.00

REPRODUCTION FEE

Commercial publications B/W	40.00
Commercial publications colour	50.00
Internet – UK – B/W	40.00
Internet – UK – colour	50.00
Internet - Worldwide – B/W	60.00
Internet – Worldwide – colour	80.00

Commercial promotions & Advertising

Film Licence	150.00
	75.00

SCANNING

Up to 5 sheets	1.00
Per File (jpg)	1.50

COMMISSION ON SALES

Sales of items for the public	20%
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COMPUTER CHARGE

Yearly Jan – Dec – Adult	4.00
Children (under 16)	2.50
Guests (1 month)	10.00
Guests (1 day)	1.00

LAMINATING

A4 sheet	1.00
A3 sheet	1.50

FAX SERVICE

To send a fax

UK - 1 st sheet	1.50
- subsequent sheet	1.00
International - 1 st sheet	2.50
- subsequent sheet	1.00

To receive a fax

- 1 st sheet	0.50
- subsequent sheet	0.10

RESEARCH CHARGES

Per half-hour	12.50
Small research fee	5.00

ROOM HIRE

Available at selected libraries – cost varies dependent upon the time and which day of the week - please ask staff for current charges and booking arrangements