

APPENDIX 1: PROPOSED FEES AND CHARGES 2018/19

	Current Charges	Proposed 18/19	Comments
OVERDUE CHARGES			
Adult books	25p per day	25p per day	No change
Magazines	25p per day	25p per day	No change
CDs, 3-week loan DVDs, videos	25p per day	25p per day	No change
Talking books (spoken word)	25p per day	25p per day	No change
Children's and teenage books / tapes (0-17)	6p per day	7p per day	Proposed change to encourage more responsible borrowing
DVDs	Full rental charge (50p - £2.50)	Full rental charge (50p - £2.50)	No change
LOST ITEMS			
Lost ticket replacement	£3	£3	No change
Stock (in print)	Replacement cost (plus 10% admin charge)	Replacement cost (plus 10% admin charge)	No change
Stock (out of print)	Replacement cost (plus 10% admin charge)	Replacement cost (plus 10% admin charge)	No change
RESERVATIONS			
Standard reservation (adults)	£1.20 (free if item available in a Merton library). 60p (web reservation, no postage)	£1.30 for postal notification , 60p for web reservation, no postage	Price increase to reflect increased postage costs
Standard reservation (children and young people under the age of 18)	No charge (limited to 2 free reservations placed at one time)	No charge (limited to 2 free reservations placed at one time)	No change
Items supplied by libraries outside Merton via Interloans System	£6.00 plus standard reservation charge	£6.00 plus standard reservation charge	No Change
Items and articles supplied via British Library	£14.30 per item plus standard reservation charge	£14.30 per item plus standard reservation charge	No change
PEOPLE'S NETWORK			
Use of computers	No charge	No charge	No change
Computer Printouts (b/w A4)	15p	15p	No change
Computer Printouts (colour A4)	50p	50p	No change
Computer printouts (b/w A3)	30p	30p	No change
Computer printouts (b/w A4)	£1	£1	No change
A4 b/w	10p	10p	No change
A3 b/w	20p	20p	
A4 colour	50p	50p	
A3 colour	£1	£1	
FAX			
Local	£1.10 for the first sheet, 60p for each extra sheet	£1.10 for the first sheet, 60p for each extra sheet	No change
Rest of UK	£1.50 for the first sheet, 75p for each extra sheet	£1.50 for the first sheet, 75p for each extra sheet	No change
Western Europe	£2.50 for the first sheet, £1.25 for each extra sheet	£2.50 for the first sheet, £1.25 for each extra sheet	No change

USA	£3 for the first sheet, £1.50 for each extra sheet	£3 for the first sheet, £1.50 for each extra sheet	No change
Rest of world	£3.50 for the first sheet, £2 for each extra sheet	£3.50 for the first sheet, £2 for each extra sheet	No change
Receiving faxes	£2 flat charge	£2 flat charge	No change
ADVERTISING			
Via internal boards	£3 per week	£3 per week	No change
SPACE HIRE			
All libraries (where hall space is available)	£22 per hour (£32 out of hours, minimum 2 hour booking) Sunday £42 per hour <i>20% concession for voluntary groups, residents' associations and statutory bodies.</i>	£22 per hour (£32 out of hours, minimum 2 hour booking) Sunday £42 per hour <i>20% concession for voluntary groups, residents' associations and statutory bodies.</i>	No change
Merton Arts Spaces	Main space (only available out of library opening hours): £70 per hour Exhibition Room 1: £22 per hour (£32 out of hours, minimum 2 hour booking); Sunday £42 per hour Exhibition Room 2: £22 per hour (£32 out of hours, minimum 2 hour booking); Sunday £42 per hour <i>20% concession for voluntary groups, residents' associations and statutory bodies.</i>	Main space Wimbledon library (only available out of library opening hours): £70 per hour Exhibition Room 1: £22 per hour (£32 out of hours, minimum 2 hour booking); Sunday £42 per hour Exhibition Room 2: £22 per hour (£32 out of hours, minimum 2 hour booking); Sunday £42 per hour Arts Space at Mitcham Library £22 per hour (£32 out of hours, minimum 2 hour booking); Sunday £42 per hour <i>20% concession for voluntary groups, residents' associations and statutory bodies.</i>	New service available at Mitcham library following successful Arts Council England grant
LOAN CHARGES			
Projector hire	£15 per session	£15 per session	No change
Microphone / PA hire	£15 per session	£15 per session	No change
CDs	£1.50	£1.50	No change
CD sets	£2.50	£2.50	No change
Talking books (spoken word)	£1.50	£1.50	No change
Language courses	£1.50	£1.50	No change
Language courses (12 week loan)	£10	£10	No change
DVDs	50p - £2.50	50p - £2.50	No change
HERITAGE AND LOCAL STUDIES CHARGES			
Enquiries under 15 minutes	Free	Free	No change

Research	£20 per half hour	£20 per half hour	No change
Photocopies	A4 10p A3 20p A4 25p (from microfilm / fiche printer) A3 50p (from microfilm / fiche printer)	A4 10p A3 20p A4 25p (from microfilm / fiche printer) A3 50p (from microfilm / fiche printer)	No change
LSC photo scanning (sent as e-mail attachment)	£6 - £15 (depending on amount and size)	£6 - £15 (depending on amount and size)	No change
Merton Memories website prints	£11.50 for 4"x6" print (plus £3.50 P&P) £14.50 for a 10"x8" print (plus £3.50 P&P) Each additional print in an order will incur a £1 postage and packaging charge.	£11.50 for 4"x6" print (plus £3.50 P&P) £14.50 for a 10"x8" print (plus £3.50 P&P) Each additional print in an order will incur a £1 postage and packaging charge.	No change
OTHER			
Pencil	10p	10p	No change
Biro (blue / black)	15p	15p	No change
A4 brown envelopes	40p	40p	No change
A4 plain paper	5p (or 20p for 5 sheets)	5p (or 20p for 5 sheets)	No change
A4 plastic sleeve	20p	20p	No change
A4 plastic sleeve with punched pocket	20p	20p	No change
COMMERCIAL SERVICES			
Promotional space	£20 per hour or £50 to £60 per day (depending upon library).	£20 per hour or £50 to £60 per day (depending upon library).	No change
Advertising on Merton Library Plasma screens	All libraries £10 per week per Powerpoint slide.	All libraries £10 per week per Powerpoint slide.	No change
Poster board and leaflet displays	£10 per week for displaying A3 posters and £7 per week for displaying A4/5 leaflets	£10 per week for displaying A3 posters and £7 per week for displaying A4/5 leaflets	No change

Concessions in charging

Visually impaired adults and over 60's: free borrowing of talking books but fines apply.

Visually impaired teens: free borrowing of talking books but fines apply.

Visually impaired children: free borrowing of children's talking books but fines apply.

Visually impaired adults: free borrowing of CD's.