

APPENDIX 1: PROPOSED FEES AND CHARGES 2019/20

	Current Charges	Proposed 19/20	Comments
OVERDUE CHARGES			
Adult books	25p per day	27p per day	Proposed change to reflect benchmarking with neighbouring authorities
Magazines	25p per day	27p per day	Proposed change to reflect benchmarking with neighbouring authorities
CDs, 3-week loan DVDs, videos	25p per day	27p per day	Proposed change to reflect benchmarking with neighbouring authorities
Talking books (spoken word)	25p per day	27p per day	Proposed change to reflect benchmarking with neighbouring authorities
Children's and teenage books / tapes (0-17)	7p per day	7p per day	No change
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)	£1.30 for postal notification , 60p for web reservation, no postage	£1.30 for postal notification , 60p for web reservation, no postage	No change
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 (colour A3)	£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	N/A	Withdraw fax services as this is no longer required by customers
Rest of UK	£1.50 for the first sheet, 75p for each	N/A	Withdraw fax services as this is no longer

	extra sheet		required by customers
Western Europe	£2.50 for the first sheet, £1.25 for each extra sheet	N/A	Withdraw fax services as this is no longer required by customers
USA	£3 for the first sheet, £1.50 for each extra sheet	N/A	Withdraw fax services as this is no longer required by customers
Rest of world	£3.50 for the first sheet, £2 for each extra sheet	N/A	Withdraw fax services as this is no longer required by customers
Receiving faxes	£2 flat charge	N/A	Withdraw fax services as this is no longer required by customers
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>	£23 per hour (£33 out of hours, minimum 2 hour booking) Sunday £43 per hour <i>20% concession for voluntary groups, residents' associations and statutory bodies.</i>	Increase hourly charges by £1 per hour to reflect rates by other providers along with increased operating costs
Merton Arts Spaces	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>	Main space Wimbledon library (only available out of library opening hours): £75 per hour Exhibition Room 1: £23 per hour (£33 out of hours, minimum 2 hour booking); Sunday £43 per hour Exhibition Room 2: £23 per hour (£33 out of hours, minimum 2 hour booking); Sunday £43 per hour Arts Space at Mitcham Library £23 per hour (£33 out of hours, minimum 2 hour booking); Sunday £43 per hour <i>20% concession for voluntary groups, residents' associations and statutory bodies.</i>	Increased charges to reflect rates offered by other providers along with increased operating costs
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.