

## APPENDIX 1: PROPOSED FEES AND CHARGES 2022/23

	Current Charges	Proposed 22/23	Comments
<b>OVERDUE CHARGES</b>			
Adult books	27p per day	27p per day	No change
Magazines	27p per day	27p per day	No change
CDs, 3-week loan DVDs, videos	27p per day	27p per day	No change
Talking books (spoken word)	27p per day	27p per day	No change
Children's and teenage books / tapes (0-17)	7p per day	No charge	Proposed change as the vast majority of children and young people attend Merton schools and as part of the Schools and Libraries Membership Scheme they do not pay fines. Very little in the way of fines are collected and this amendment is in place so that children, regardless of where they go to school, are treated equally.
DVDs	Full rental charge (50p - £2.50)	Full rental charge (50p - £2.50)	No change
<b>LOST ITEMS</b>			
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
<b>RESERVATIONS</b>			
Standard reservation (adults)	£1.30 for postal notification, 60p for web reservation, no postage	60p	Postal service no longer available.
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
<b>PEOPLE'S NETWORK</b>			
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
<b>PHOTOCOPYING</b>			
A4 b/w	10p	15p	Proposed change to reflect the same price as printing.
A3 b/w	20p	30p	
A4 colour	50p	50p	
A3 colour	£1	£1	
<b>ADVERTISING</b>			
Via internal boards	£3 per week	£3 per week	No change

<b>SPACE HIRE</b>			
<p>All libraries (where hall space is available)</p>	<p>£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></p>	<p>£23 per hour (£33 out of hours, minimum 2-hour booking)            Sunday £43 per hour</p> <p>Raynes Park library hall:            £30 per hour (£40 out of hours, minimum 2-hour booking)            Sunday £50 per hour</p> <p>Colliers Wood:            Meeting Room 1: £15 per hour (single room hire not available out of hours)            Meeting Room 2: £15 per hour (single room hire not available out of hours)            Meeting Room 3: £23 per hour (single room hire not available out of hours)            Meeting room 1, 2 and 3 combined:            £30 per hour (£40 out of hours, minimum 2-hour booking)            Sunday £50 per hour</p> <p><i>20% concession for voluntary groups, residents' associations, and statutory bodies. 5% discount for block bookings of 5 or more, 10% discount for block bookings of 10 or more.</i></p>	<p>Proposed change to variable rates to reflect the size and facilities available for hire based on a recent review and to reflect benchmarking with neighbouring authorities along with increased operating costs.</p>
<p>Merton Arts Spaces</p>	<p>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></p>	<p>Main space Wimbledon library (only available out of library opening hours):            £80 per hour, £90 per hour on Sunday's            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            Exhibition Room 1 and 2: £34.50 per hour (44.50 out of hours, minimum 2-hour booking), £54.50 Sunday's</p> <p>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,</i></p>	<p>Proposed change of variable rates to reflect the size and facilities available for hire based on a recent review and to reflect benchmarking with neighbouring authorities along with increased operating costs.</p>

		<i>residents' associations and statutory bodies.5% discount for block bookings of 5 or more, 10% discount for block</i>	
<b>LOAN CHARGES</b>			
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
<b>HERITAGE AND LOCAL STUDIES CHARGES</b>			
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
<b>OTHER</b>			
Food waste bags	£2.50	£2.75	Proposed change to reflect supply charge increases
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
<b>COMMERCIAL SERVICES</b>			
Promotional space	£20 per hour or £50 to £60 per day (depending upon library).	£10 per hour or £50 per day	Proposed change to reflect the recent review of hireable space.
Advertising on Merton Library Plasma screens	All libraries £10 per week per advertising slide.	All libraries £10 per week per advertising 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
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**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.