

CHARGES IN READING LIBRARIES FROM OCTOBER 2009

<b>1.</b>	<b>OVERDUE CHARGES - Stock</b>	<b>Period</b>	<b>Charge per Item</b>	<b>Max. per Item</b>	
	Adult Books	per day	15p	£6.00	
	Children's Books	per day	7p	£2.80	
	Cassettes - Single	per day	25p	£8.00	
	Cassettes - Set 3-6	per day	25p	£10.00	
	Cassettes - Set 7+	per day	25p	£12.00	
	Children's cassette/story CDs	per day	10p	£4.00	
	CD - Single	per day	40p	£12.00	
	CD - Set	per day	40p	£15.00	
	Videos/DVDs	per day	75p	£15.00	
	Toy Library - Small Items	per day	20p	£4.00	
	Toy Library - Large/Musical Items	per day	30p	£8.00	
	Toy Library - Very Large Toys	Per day	35p	£12.00	
<b>2.</b>	<b>LOAN CHARGES</b>			<b>Discounts for YRP</b>	
				<b>A (10%)</b>	<b>B, C, D (50%)</b>
	Cassettes - 1-2	3 weeks	60p	54p	30p
	Cassettes - Set 3-6	3 weeks	90p	81p	45p
	Cassettes - Set 7+	3 weeks	£1.80	£1.62	90p
	CD - Single	3 weeks	£1.00	90p	50p
	CD - Set 2-6	3 weeks	£2.00	£1.80	£1.00
	CD - Set 7+	3 weeks	£2.50	£2.25	£1.25
	Videos	1 week	£1.60	£1.44	80p
	DVDs	1 week	£2.60	£2.34	£1.30
	Childrens DVDs (no concessions)	1 week	£1.00	£1.00	£1.00
	Children's Cassettes	3 weeks	30p	27p	15p
	Children's Story/Teen CDs	3 weeks	70p	63p	35p
<b>3.</b>	<b>RESERVATION CHARGES</b>				
	Items in stock		Free	Free	
	Items not in stock - LASER + to buy		£3.00		
	Items from the British Library		£6.00		
	Other Sources		£3.00 + full cost		
	Periodical Articles		£3.00 + Photocopy ing		
<b>4.</b>	<b>CONCESSIONS</b>				
	Mobile Services		No Charges		
	Spoken Word		No LOAN charges for Registered blind or partially sighted customers.		

5.	PERFORMANCE SETS SERVICE	Period	Charges
	<b>RBC Residents:</b>		
	Drama Sets (Overdue charges per item - see section 1 Adult Books)  Booking fee for drama sets from other authorities	12 weeks	Free  £3.00 per set
	Vocal Sets held by Reading Library  Vocal Sets borrowed for you by Reading Library from other libraries Overdue charges: £5.00 per vocal set £1.00 per individual score if set returned incomplete	1 month  1 month	£3.00 per set of up to 20 copies  £6.00 per set of up to 20 copies
	Orchestra Sets Booking fee (Overdue charges: £7.50 per orchestra set £1.00 per orchestra part is set returned incomplete	1 month	£5 per set £10 per set
	<b>Non-RBC Residents:</b>		
	Drama Sets (Overdue charges per item - see section 1 Adult Books) Booking fee for drama sets from other authorities	12 weeks	£5.00 per title  £3.00 per set
	Vocal Sets (Overdue charges: £5.00 per vocal set £1.00 per vocal set if set returned incomplete)	1 month	£6.00 per set (of up to 20 copies)
6.	BOOK CLUB SERVICE	Period	Charge per item
	<b>RBC Residents:</b>		
	Book Club Set (overdue charges - see Section 1 Adult Books)	12 weeks	Free
	<b>Non-RBC Residents:</b>		
	Book Club Set (overdue charges - see Section 1 Adult Books)	12 weeks	£5.00 per set

<b>7.</b>	<b>LOST AND DAMAGED ITEMS</b>	<b>Charge per Item</b>
	<b>Lost Items</b>	
	Books in print	Full cost of replacement
	Plays in print	Full cost of replacement
	Non-RBC Stock	Full cost of replacement
	British Library Items	BL charge
	Out of Print Adult Books	£20.00
	Out of Print Children's Books	£10.00
	Out of Print Plays	£5.00
	Large print books - Replacement cost	£12.00
	CDs single or sets 1-2 - Replacement cost	£10.00
	CD sets 3-6 - Replacement cost	£20.00
	CD sets 7+ - Replacement cost	£25.00
	DVDs - Replacement cost	£20.00
	Videos - Replacement cost	£15.00
	Playstation 2 Games	£25.00
	Cassette sets 1-2 - Replacement cost	£10.00
	Cassette sets 3-6 - Replacement cost	£20.00
	Cassette sets 7+ - Replacement cost	£25.00
	Children's cassettes - Replacement cost	£5.00
	Vocal Sets	Full cost of replacement
	<b>Damaged Books</b>	
	Full replacement cost required for damage resulting in withdrawal of item. (Item offered to customer)	Full replacement cost
	<b>Charges made for the following damage:</b>	
	Babies' Boardbooks	No charge
	Page damaged at the front, not affecting issue, e.g. scribbling or tears	£1.00
	Binding damaged beyond repair but still suitable for rebinding	£5.00
	Damage to plastic jacket - torn or exposed to heat to such an extent that it affects issue	£1.00
	Loss of inserts, e.g. booklet, map or libretti	£2.50
	<b>Damaged AV items</b>	
	Single damaged/lost tape or CD from a set	£5.00 per cassette or CD
	Inlays - Cassette/CD/DVD/Video	£5.00 each
	Broken or lost cases - Cassette/CD/DVD/Video	60p per case
	Reader's Tickets	£2.50

<b>8.</b>	<b>WITHDRAWN STOCK (guide prices):</b>	<b>Charge per Item</b>
	Adult Non-Fiction (hardback & paperback)	£1.00
	Adult Hardback Fiction	50p
	Adult Paperback Fiction	20p
	Children's Non-fiction & Fiction	20p
	Reference	Minimum of 10% of cost price
	Cassette	£1.00
	CD	£2.00
	DVD	£2.00
	Video	£2.00
<b>9.</b>	<b>PHOTOCOPYING &amp; PRINTING</b>	<b>Per page</b>
	<b>Self-Service Photocopying</b> These charges include VAT at the standard rate. A4 A3	10p 20p
	<b>Self-Service Printing</b> These charges include VAT at the standard rate. A4	15p
	<b>Serviced Photocopying &amp; Printing</b> These charges include VAT at the standard rate. Subject to copyright. A4 A3  Service charge on each transaction of up to 25 Copies (in addition to the charges per page)  Postage and packing will be added if required.	15p 20p  Service Charge £4.00
<b>10.</b>	<b>FAX (not available at all Libraries)</b>	<b>Per page</b>
	These charges include VAT at the standard rate.	
	Sending within U.K.	£1.50 for first page 50p each following page
	Sending to other countries within E.C.	£2.50 for first page £1.50 each following page
	Sending to the rest of the world	£3.50 for first page £2.50 each following page
	Receiving, including Faxback company brochures	£2.50 per message for every batch of up to 10 pages
	When faxing information to libraries other than Reading Borough Libraries, or to customers, photocopying charges will be added where incurred.	

<b>11.</b>	<b>Corporate Researches - Printing charges</b>	
	Full Company Report	25p per page
	List of companies (any format)	5p per company
	<b>Download/E-mail</b> Full report	£1.00 per report
	Business Research Fees (enquiry by e-mail, fax or phone)	First 15 minutes free, then £8 per quarter hour or part of.
<b>12.</b>	<b>PRINTING FROM GEOGRAPHIC INFORMATION SYSTEM (Serviced)</b>	
	Per image created	£1.00
	Per A4 print (colour)	10p per sheet
<b>13.</b>	<b>PRINTING FROM MICROFILM</b>	
	<b>Printing from Microform (Self Service)</b>	
	(Printing from fiche only is currently available on a self-service basis.)	
	A4 print	50p per sheet
	A3 print	£1.00 per sheet
	<b>Printing from Microform (Serviced)</b>	
	These charges include VAT at the standard rate.	
	A4 copies	50p per sheet + £2.00 per film handling charge
	A3 copies	£1.00 per sheet + £2.00 per film handling charge
<b>14.</b>	<b>PHOTOGRAPHIC COPYING</b>	
	<b>Photographic Copying (Serviced)</b>	
	These charges include V.A.T at the standard rate.	
	Negatives	£12.00 each
	Prints 6" x 4" (enprints)	£10.00 each
	9" x 6"	£15.00 each
	12" x 8"	£17.00 each
	16" x 10"	£19.00 each
	20" x 13"	£26.00 each
	35 mm Slides - up to 10	£5.00 each
	Additional Slides on the same order	£3.00 each
	Subject to copyright. Postage and packing will be added if required.	
<b>15.</b>	<b>Local Illustrations Copying</b>	
	Per item scanned	£1.50
	Per page - paper	£2.00
	Per page - glossy paper	£2.50
	Per disc supplied for electronic format	£1.00

16.	<b>Charges for the Publication of Illustrations</b>	
	By negotiation with the Local Studies Specialist. The fee includes VAT at the standard rate.	
	<p><b>Copyright</b></p> <p>Under the Copyright, Designs &amp; Patents Act, 1988, the copyright on published illustrations subsists for the life of the artist or photographer plus 70 years. In the case of unpublished photographs, copyright subsists for the life of the photographer plus 50 years.</p>	
	<p>Permission can be given for the copying of an illustration only where the illustration is out of copyright, or Reading Borough Libraries owns the copyright, or where Reading Borough Libraries has a pre-existing agreement with the copyright owner that the illustration may be copied for the purposes of private research and study.</p> <p>Where Reading Borough Libraries is unable to give permission, it will not allow copying unless either (a) the customer wanting the copy has written permission from the copyright owner for Reading Borough Libraries to make copies, or have copies made, for supply to the customer, or (b) the customer wanting the copy can supply written proof that they have taken all reasonable steps to contact the copyright owner and that they have failed.</p>	
	<p><b>Publication</b></p> <p>A reproduction fee is payable where the copied illustration is to be published, broadcast, or displayed in an area to which the public has access. The fee is in addition to any fees for copying illustrations. It is not payable if the illustrations are for private use or enjoyment.</p>	
	<p><b>Acknowledgement</b></p> <p>Wherever possible, Reading Borough Libraries should be acknowledged as the source of the illustration.</p>	
	<p><b>Copies of Publications in Lieu of Payment</b></p> <p>If the illustrations to be copied are to be published in print, on film, on video, CD-ROM or DVD, if Reading Borough Libraries is interested in obtaining copies of the publication, it may waive the reproduction fee in exchange for a copy or copies of the publication.</p>	
	<p><b>Levels of Charging</b></p> <p>To firms and corporations using illustrations in books, magazines, calendars, advertising, television programmes, videos, CD-ROMS or DVDs, with the intention of making a profit or as part of their normal business activities, the charge is £50. To individuals and societies using illustrations for non-profit making purposes, the charge is £6.</p> <p>These charges may be reduced or waived if Reading Public Libraries will derive good publicity, or if we wish to obtain the end product for the Library stock and are offered goods in lieu of payment.</p>	

<b>17.</b>	<b>Study Carrels</b>	
	Exempt from VAT	<b>£2 per session of up to 4 hours</b>
<b>18.</b>	<b>Research</b>	
	<p>These charges include VAT at the standard rate.</p> <p>Local studies - Free service - information about the kinds of material in the collection, whether material on particular people, places and topics is held, whether a particular item is held, and where to look for sources beyond the collection.</p> <p>There is a fee-based research service for local studies and genealogical enquiries received from customers by letter, telephone, fax and e-mail. The all-in-one charge includes searching resources held in the Library, any photocopies and prints, and postage.</p> <p>Un-named record search (where the customer has not specified what needs to be searched).</p> <p>Named record search (where the customer has asked for a named record to be searched).</p>	<p><b>First 15 minutes free thereafter</b></p> <p><b>£10 per quarter hour or £40 per hour</b></p> <p><b>£8 per quarter hour or £28 per hour</b></p>
<b>19.</b>	<b>TOYS</b>	
	<b>Annual membership for Registered Childminders</b> Entitlement - a four weekly loan of 1 large/very large item and 6 smaller items. Overdue charges apply	<b>£14.00</b>
	<b>Annual membership for parents, grandparents and carers who look after a child at home for no momentary reward.</b> Entitlement - a four weekly loan of 1 large/very large item and 6 smaller items at the rates below. Overdue charges apply	<b>£5.00</b>
	Loan charge of very large item	<b>£2.00</b>
	Loan charge of large item	<b>£1.00</b>
	Loan charge of small items	<b>50p</b>
	<b>Annual membership for your Reading Passport (Concessionary) holders</b> Entitlement - a four weekly loan of 1 large/very large item and 6 smaller items at the rates below. Overdue charges apply	<b>£3.00</b>
	Loan charge of very large item	<b>£1.00</b>
	Loan charge of large item	<b>50p</b>
	Loan charge of small items	<b>25p</b>

19.	<b>TOYS Continued</b>	
	<b>Annual membership for LEA primary &amp; nursery schools and fee paying private or independently run schools &amp; nurseries</b> Entitlement - a termly loan of 1 large/very large item and 6 smaller items. Overdue charges apply.	£75.00
	<b>Annual membership for privately run after school clubs, play schemes and holiday clubs</b> Entitlement - a four weekly loan of 1 large/very large item and 6 smaller items. Overdue charges apply.	£75.00
	<b>Annual membership for voluntary sector nurseries, playgroups, toddler groups, after school clubs, play schemes and holiday clubs</b> Entitlement - a four weekly loan of 1 large/very large item and 6 smaller items. Overdue charges apply.	£16.00
20.	<b>Central Library Exhibition Area</b>  Hire to Commercial Groups and Companies	£25.00  by arrangement
21.	<b>Library Display Panels</b>	£5.00