

Library and Information Service

Library Charges - valid from 4th July 2016

4th July 2016



**Leeds Library and
Information Service**
The world at your fingertips

Advertising Charges (where facilities are available)

Upto A4	£1.50 per week or part
Upto A5	£0.80 per week or part
Upto A6	£0.55 per week or part

Audio Visual Charges

Music CDs

Single disc	£0.50	per week or part week
2 or more discs	£1.00	per week or part week

Daily fines are charged at the standard rate on overdue items.

Visually impaired people receive the first hire period for free. Daily fines are charged on overdue items.

LeedsCard Priority/Extra holders receive a 20% reduction - £0.40 (single disc) and £0.80 (2 or more discs). Daily fines are charged on overdue items.

Talking Books and Children's storytapes

There is no charge for borrowing talking books or storytapes.

Daily fines are charged at the standard rate on overdue items.

DVDs

£1.00 per week or part week

Daily fines are charged at the standard rate on overdue items.

There are no concessions on DVD hire.

Business and Patents Information: Patent and Trademark services

Patent Searches

The standard charge for us to carry out an online patent search for a customer is **£60 + VAT**.

(Occasionally use of commercial databases will incur an additional charge, in these instances this will be explained to the customer in advance)

Patent Family and Legal status searches

To UK customers £15.00 +VAT

Current Awareness service (Patents)

25p electronically, 50p paper copy plus VAT per record

Patent Document Delivery service

Full copies (by post or email inc. research fee) £5.00

Trademark Search

Word search £15.00 + VAT

Logo search £20.00 + VAT

A minimum charge of £10 is payable for any other invoiced work.

VAT is levied at the standard UK rate (currently 20%) on all searches supplied to customers in any EU state.

Mailing Lists of Company details by geographic area, type, size, number of employees etc

Email per company £0.10p +VAT

Printed per company £0.10p +VAT + **print charge**

Full company report - by email £1.00 + VAT

Full company report - printed £1.00 + VAT + **print charge**

Computer Printouts

£0.20 per side of A4 (Black & white or full colour)

Copyright Fee

Applicable at libraries taking part in the sticker scheme.	Sticker scheme	£10.00 per sticker includes (£9.00 fee to CLA and £1.00 admin fee)
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Drama and Music Sets

All sets are issued for 3 months with the option to renew for a further 3 months on the same charge. Maximum loan of 6 months any further extensions incur a full re-hire charge.

Orchestral sets

Local Groups – Music sets

5 sets free of charge Max 6 months.

Additional sets priced at:

£10 per small set per 3 months

£15 per Large set per 3 months

Local Groups – Music Inter Library Requests *

£20 per small set per 3 months

£30 per Large set per 3 months

£1.50 per Vocal score per 3 months

£1.00 per Smaller Vocal score per 3 months

£1.50 per Wallet of part songs per 3 months

Groups outside Leeds' boundary – Music sets

£35 per small set per 3 months

£55 per Large set per 3 months

Groups outside Leeds' boundary – Music Inter Library Requests *

£35 per small set per 3 months

£55 per Large set per 3 months

£2.50 per Vocal score per 3 months

£2.00 per Smaller Vocal score per 3 months

£2.50 per Wallet of part songs per 3 months

[Please note that the charges for music sets are subject to review]

Drama sets

Local Groups – Drama sets

£0.50 per copy per 6 months

Local Groups – Drama Inter Library Requests *

£1.00 per copy per 6 months

Regional Groups - Drama sets

£1.00 per copy per 6 months

Other UK Groups – Drama sets

£2.00 per copy per 6 months

Charges that apply to all of the above groups:

Sets returned late or incomplete will incur a full rehire charge.

£10 standard charge for missing parts (it is expected that the customer will try to replace any lost or damaged parts prior to returning sets)

All items returned by post should be returned via Royal mail special delivery or traceable courier equivalent. See post & packing section for charges.

*Charge imposed in the event of us loaning something from another authority because it is unavailable from our stock.

Fax

Sending (all prices include VAT)	Leeds/UK	£1.00 per page
	Rest of the world	£2.50 per page
Receiving		£1.00 per page

Fines

Fines are charged daily starting from the first day after the item was due to be returned or renewed.

Adults	£0.22	Per day or part
Senior Citizens (concessions)	£0.15	Per day or part
Children (under 16)	£0.10	Per day or part

An administration charge of £4.00 per transaction will be made to all customers if items are not returned within 6 weeks of the due date.

The administration charge applies to any customer ticket.

Loss and Damage

Replacement Library Cards

Full rate	£2.00 (inc VAT)
Concessionary rate (senior citizens and under 16's)	£1.00 (inc VAT)

Lost or damaged items

Where items have been lost/damaged the customer will be charged at full replacement cost plus an admin fee of £4.00 per item (equivalent items will be accepted at the Managers discretion, excluding DVD's)

Fines will be charged for items replaced or paid for.

If no price of item available on Talis consult the table below

If an item is returned having already been paid for and meets the stock standards a full refund less £4.00 (admin) should be given, on production of the original receipt.

Adult Fiction Hardback	£20.00
Adult Fiction Paperback (excluding Romance)	£7.00
Romance	£3.00
Adult Non Fiction Hardback	£20.00
Adult Non Fiction Paperback	£12.00
Children's books (excluding board / picture books)	£5.00
Children's board or picture books	£1.00
World Language	£10.00
Talking Books	£5.00 per tape/CD, Maximum £60.00
Children's Audio Books	£5.00 per tape/CD
DVD	£20.00
CD's	£16.00 2 or more
£12.00 single CD	£20.00 box sets

Items which may be of non standard value e.g. art books, local history items will be individually assessed by a senior member of staff.

Note: the £4 admin fee will be waived for under 16's

Meeting Room Hire

Branches

Local Community Groups enquire at site
Commercial users enquire at site

Central Library

Meeting rooms	Leeds based community groups	£16.00 per hour or part
	All others	£42.00 per hour or part
Room 700	Guide price subject to availability	£600 per day

Where required charges will be made for refreshments and additional equipment, e.g. flipcharts, IT equipment, etc.

Leeds City Council departments may book rooms at 80% of the commercial rate (20% discount)

CILIP and affiliates as agreed by a senior member of staff

Microfilms/Fiche etc Copies

Micro prints	£1.00
Self service reader printer	£0.50 (A4)

Photocopies

All prices per sheet, inc VAT (no LCC discount)

On Black & White Copier	A4 = 10p A3 = 20p
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On Colour Copier	A4 = 20p A3 = 40p
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P&P	See Post & Packing section
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Photographs

10x8	£8.00 (Where negative is available)
12x9	£11.00 (Where negative is available)
16x12	£13.00 (Where negative is available)

Sepia toning	Plus 50% of regular fee
Express service	Plus 50% of regular fee
Reproduction and/or use for commercial purposes	Minimum fee of £60 + VAT depending on intended usage

Partners photographs	usual fee, depending on size, plus additional £6 royalty fee
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Playbills

Please note playbills are not standard sizes	Band A	£22.50
	Band B	£33.50
	Band C	£55.00

Post and Packing

The following minimum postage and packing charges will be made, however these charges may increase dependent on the final size and weight of packages.

UK	£3.00
Worldwide	£5.50
Parcels	Minimum £5.25

Requests Service

Reservations

General reservation of an item in stock or on order **FREE**

Priority reservation for an item not in stock or on order **£2.00**
No concession

Under 16s No Charge

[Reservation charge to be taken in advance but refundable if reservation cannot be satisfied or will be deducted from Inter Library Loan charge]

Inter Library Loans

No concessions **£6.00**

Research Services, including Local Studies, Family History, etc.

One look-up with complete reference supplied free (Family History, Local Studies).

We will agree the parameters of the research and response time with you before starting a search. After one look-up research is charged for at the rates below (per 30 minutes) even if no results are found from the search. A list of sources can be provided on request.

NB The research fee does not include the supply of materials

Within the Leeds Metropolitan boundaries	£5.25 per 30 minutes or part
Outside the Leeds Metropolitan boundaries	£10.50 per 30 minutes or part
Photocopies material supplied as a result of research	See staff assisted photocopying charges
Supplying low resolution (72 dpi) images	£2.00 per page (maximum of 5 pages)
Supplying high resolution images	As per photograph charges
See Post & Packing section for P&P charges	

Talks

A fee will be charged for some specialist talks £25.00 per hour plus expenses

Retail Items

Range of retail items, including mugs, toys, confectionary, publications, etc.
As priced

Withdrawn Stock

Non fiction hardback	£1.20
Non fiction paperback	£0.80
Fiction	£0.40
Children's books	£0.40
Music CDs and DVDs	£1.05 - £4.10
Talking Books (CDs or cassettes)	£1.05 - £4.10

N.B. These are the standard prices for items of withdrawn stock, however, many items, particularly non fiction and reference books, may be individually priced.