

# **Library & Information Services**

## **Library Charges**

**Valid from 1st  
April 2011**

## **Audio Visual Charges**

### **Music CDs**

<b>Single disc</b>	<b>£0.90 per week or part week</b>
<b>2 or more discs</b>	<b>£1.75 per week or part week</b>

**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 - £0.70 (single disc) and £1.40 (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**

<b>Red spot</b>	<b>£2.10 per week or part week</b>
<b>Green spot</b>	<b>£1.70 per week or part week</b>
<b>Orange spot</b>	<b>£1.00 per week or part week</b>

**Daily fines are charged at the standard rate on overdue items. There are no concessions on DVD hire.**

### **Video Hire**

<b>Orange spot</b>	<b>£0.50 per week or part week</b>
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**Daily fines are charged at the standard rate on overdue items. There are no concessions on video hire.**

## **Fines**

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

<b>Adults</b>	<b>£0.20 per day or part</b>
<b>Senior citizens (concessions)</b>	<b>£0.15 per day or part</b>
<b>Children (under 16)</b>	<b>£0.10 per day or part</b>

**An administration charge of £3.00 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.**

## Requests Service

<b>Reserve Cards</b>	General	90p
	Senior Citizens and Leedscard Priority	70p
	Under 16s	No charge
<b>Inter Library Loans</b>	No concessions	£4.00

## Loss and Damage

### Replacement Library Cards

(Prices include VAT)

Full rate £2.10

Concessionary rate £1.00  
(senior citizens and  
under 16's)

### Lost or damaged items

Where items have been lost/damaged the customer will be charged at full replacement cost plus an admin fee of £3.00 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 £3.00 (admin) should be given, on production of the original receipt.

Adult Fiction Hardback £20.00

Adult Fiction £7.00

Paperback (excluding  
Romance)

Romance £3.00

Adult Non Fiction Hardback £20.00

Adult Non Fiction Paperback £12.00

All Children's £5.00

Asian Language £10.00

Talking Books £5.00 per tape/CD, Maximum  
£60.00

Story Tapes £5.00 per tape

DVD £20.00

Video's £15.00 single tape  
£20.00 2 or more

CD's £12.00 single CD

£16.00 2 or more

£20.00 box sets

Any other items e.g. Open Learning, Expensive Art Books, will be individually assessed by a senior member of staff, or Database Services Staff.

## Photocopies

All prices per sheet, inc VAT

On Black & White Copier	Self service	A4 = 10p A3 = 20p
	Staff assisted	A4 = 25p A3 = 50p
On Colour Copier	All staff assisted	A4 = £1.50 A3 = £2.00
	Postage & Packaging	See Postage and Packing section

## Computer printouts

The Library produced cover sheet is not charged for.

Black and white or colour	15p per page (includes VAT)
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## Fax

Sending (all prices include VAT)	Library material to branches	15p per page
	Library material faxed to a UK number	50p per page
	Non library material to Leeds/UK	90p per page
	Rest of the world	£2.30 per page
Receiving		90p per page

## Library withdrawn stock sales

Non fiction hardback	£1.20
Non fiction paperback	£0.80
Fiction	£0.40
Children's books	£0.40
Videos	£1.00
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.

## Retail Items

Range of retail items, including CD-R disks, Memory sticks, etc.  
As priced

## Photographs

Where negative available	10x8	£6.95
	12x9	£10.25
	16x12	£11.25
	Extra charge for making negative	£4.20
	Postage & Packaging	See Postage and Packing section
	Sepia toning	50% of regular fee
	Express service	50% of regular fee
	Reproduction and/or use for commercial purposes	Minimum fee of £60 + VAT depending on intended usage
	Research charge for work outside Leeds	£15.80
	A4 digital Print where LCC don't have copyright	£12.95 (£5 royalty fee included)

## Playbills

Please note playbills are not standard sizes	Band A	£21.00
	Band B	£31.50
	Band C	£52.60
	Post and Packing	£3.45

## 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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## Microfilm Reader Hire

Bookable machines £0.60 per hour

## Microfilms/Fiche etc Copies

Micro prints £1.00  
Self service reader printer 50p (A4)

## IT Suite Hire

Band A (10 PCs or more) £155 per hour or part  
Or out of normal opening hours for fewer PCs  
Band B (5-9 PCs) £105 per hour or part  
Or out of normal opening hours for fewer PCs  
Band C (less than 5 PCs) £52 per hour or part

## Meeting Room Hire

Branches Band A	Local Community Groups	£15.80 per hour or part
	Commercial users	£36.80 per hour or part
Branches Band B	Local Community Groups	£7.35 per hour or part
	Commercial users	£27.35 per hour or part
Central Library	Leeds based community groups	£15.80 per hour or part
	All others	£42 per hour or part

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

## Postage and Packing

Postage and packing charges unless stated separately	UK	£2.55
	Abroad	£4.60

## Business and Patents Information

### Patent and Trademark services

<b>Patent Searches</b>	Derwent WPIL, Inpadoc, PlusPat, Chemical Abs, Citations Index:	The charge for searching our commercial databases plus hourly service charge of £30+ VAT. Non deposit account customers pay a standard fee of £50.00 + VAT to cover the cost of an initial online patent search
<b>PRS (family + Legal status searches)</b>	To UK customers	£5.75
<b>Current Awareness service</b>		£20 per annum subscription charge plus 20p per side plus VAT
<b>Patent Document Delivery service</b>	GB A Patents	£2.95
<b>Full copies (by post or email incl research fee)</b>	GB B Patents	£4.30
<b>All other patent Nationalities</b>	UK	£2.55
	Abroad	£4.60
<b>Trademark Search</b>		£15.00 + VAT

### Patent and Trademark services

**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.**

<b>Mailing Lists of Company details by geographic area, type, size, number of employees etc</b>	Email or printed per company	£0.07p
<b>Companies House Direct</b>		£1.00 handling charge + Companies House charge
<b>Company Formations</b>		£79 inc VAT
<b>Dunn &amp; Bradstreet On Line</b>	Single unit	£2.00 + VAT
	Compact report	£15.00 + VAT
	Report	£25.00 + VAT
	Comprehensive report	£40.00 + VAT
<b>MINT</b>	Company Credit checks:	Profile reports £1.00
		Directors details £1.00
		Business reports £5.00
		Other reports £2.00
		Non ltd company report on application + £1.00 handling fee

**Directory of  
employment  
agencies in Leeds**

Paper copy = £16 inc P&P

## **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**

<b>Within the Leeds Metropolitan boundaries</b>	<b>£5.10 per 30 minutes or part</b>
<b>Outside the Leeds Metropolitan boundaries</b>	<b>£10.25 per 30 minutes or part</b>
<b>Photocopies material supplied as a result of research</b>	<b>25p per side</b>
<b>Supplying low resolution (72 dpi) images</b>	<b>£2.00 per page (maximum of 5 pages)</b>
<b>Supplying high resolution images Postage &amp; Packaging</b>	<b>As per photograph charges See Postage and Packing section</b>
<b>Parcels and Packages</b>	<b>£5.25</b>

### **Publications**

<b>Jobsearch booklet - Paper copy</b>	<b>£5.25</b>
<b>Leeds in Maps</b>	<b>£14.99</b>

### **Talks**

<b>A fee will be charged for some specialist talks</b>	<b>£25.00 per hour plus expenses</b>
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