

# Cardiff Libraries

Fines and Charges from 01 May 2017



## Service Charges (per item)

| ITEM  | CHARGE  | LOAN PERIOD |
|---|---|-------------|
| Children's spoken word materials                                  | FREE  | 3 weeks     |
| Children's music recordings                                       | FREE  | 1 week      |
| Adult spoken word materials<br>(free to visually impaired)        | £1.70 for 3 weeks   | 3 weeks     |
| Adult music recordings<br>(free to visually impaired)             | 65p for 1 week  | 1 week      |
| Children's DVDs   | £1.50 per week  | 1 week      |
| Adult DVDs and CD-ROMs  | £2.60 per week  | 1 week      |
| Reservations for stock from Cardiff Libraries<br>and within Wales | FREE  |             |
| Reservations for stock from the British<br>Library                | £10.20  |             |
| Replacement library card – Adult                                  | £2.00   |             |
| Replacement library card – Child                                  | 60p   |             |
| PC Use: Internet and Microsoft Office                             | FREE  |             |
| WiFi access   | FREE  |             |
| PC printouts  | A4: 25p per sheet<br>A3: 45p per sheet  |             |
| Scanning service (for personal documents<br>e.g. CV, letters).    | FREE  |             |
| Photocopies   | A4 and A3 b/w: 15p per side<br>A4 colour: £1 per side A3 colour: £1.60 per side |             |
| Fax service: UK   | £1.10 for first A4 sheet, 60p subsequent A4<br>sheets per transaction           |             |
| Fax service: Europe   | £2.10 for first A4 sheet, £1.10 subsequent A4<br>sheets per transaction         |             |
| Fax service: Worldwide  | £4.10 for first A4 sheet, £1.10 subsequent A4<br>sheets per transaction         |             |
| Fax service: Incoming   | 1 -10 sheets: £1.10<br>11 - 20 sheets: £2.20, etc.                              |             |
| ICT Suite hire  | Contact the relevant library for prices<br>and availability                     |             |
| Meeting Room and Community<br>Room hire                           | Contact the relevant library for prices<br>and availability                     |             |
| Gallery/Exhibitions   | 20% of all sales and orders   |             |

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## *Local Studies Section*



| ITEM                      | CHARGE  |
|---------------------------|---|
| Research fee              | £15.20 per hour, max 2 hours<br>To include newspaper and census searches. Reproduction charges extra                    |
| Scanned or digital images | £3.10 per printed scanned image.<br>Additional £2.00 for saving to disc,<br>plus postage                                |
| Photocopies by staff      | A4 and A3 b/w: 25p plus postage<br>A4 colour: £2.10 plus postage<br>A3 colour: £3.10 plus postage                       |
| Reproduction fees         | £10.10 plus image fee - not for profit<br>individual/organization<br>£25.30 plus image fee – commercial<br>organisation |
| Document filming          | £20.30 per hour   |
| Live filming              | Contact the relevant library for prices<br>and availability   |

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### ***Late Return Penalties (per item)***

You will need to pay a fine on each item if you do not return or renew them by the due date.

The fine for each non-returned item is at least equivalent to the item's retail price, plus a penalty charge as outlined below.

There are no fines on children's books, music or spoken word materials, however we do charge fines on children's DVDs.

Late items which have a weekly fine will be charged for a full week on return; ie if it is two days late the full charge will still be applied.

| <b>ITEM</b>                 | <b>PENALTY</b> | <b>MAXIMUM</b>  |
|-----------------------------|----------------|-----------------|
| Adult book                  | 20p per day    | £10.00 per item |
| Children's book             | -              | -               |
| Adult spoken word           | 45p per day    | £28.00          |
| Children's spoken word      | -              | -               |
| Adult music recording       | 65p per week   | £15.00          |
| Children's music recording  | -              | -               |
| Children's DVD              | 1.50 per week  | £9.00           |
| Adult video, DVD and CD-ROM | 2.60 per week  | £30.00          |