

LIBRARY CHARGES FROM 1st APRIL 2006 – 31st MARCH 2007

FINES FOR OVERDUE BOOKS & SPOKEN WORD CASSETTES / CDs

Adults (16 years +)	16p each opening day up to a maximum of £7 per item.
Senior Citizens	14p each opening day up to a maximum of £7 per item.

Children up to the age of 16 are exempt from these charges.

An administrative charge of **85p** will be added if a second overdue reminder is sent. This will be charged to all readers, but for children it will be payable by the guarantor. Books and spoken word cassettes can be renewed either in person at any branch or over the telephone or via the RBK website www.kingston.gov.uk/libraries

Spoken Word Cassettes /CDs

Issued free for Senior Citizens, the registered blind or partially sighted, and non-readers; otherwise **85p** for each spoken word item issued for 3 weeks. Children / Youth are not charged for children's spoken word cassettes.

AUDIO-VISUAL HIRE CHARGES - ADULTS

All audio-visual items are issued for one week. All are non-renewable. A further hire charge will be payable if the item(s) is returned late up to a maximum of £10.00.

Compact Discs	£1.10 for a single CD or £1.70 for a double CD.
CD-ROMS	£1.50 for a single or double or treble CD-ROM.
Computer Games	£3.20
Videos - Adult	£2.70 for a premium single or £3.25 for a double. £2.05 for a standard single or £2.45 for a double. £1.15 for a classic single or double.
Videos - Children's stock	£1.35 for a single or £1.85 for a double.
DVDs - Adult	£3.65 for Gold Star £3.15 for Choice £1.50 for Value.
DVDs - Children's stock	£1.50 £3.65 for Feature Films
Language Cassettes/CDs	£1.60 A further hire charge will be payable if the item is kept over the initial loan period of three weeks.
Linguaphone Set	£6 for a Linguaphone set issued for 6 weeks and non-renewable; a further hire charge is payable.
Music Score Sets & Play Sets	£5 for a set issued for 1 month £10 for a set issued for 2 months. £15 for a set of plays issued for 3 months.



Membership Card: Replacement for lost card **£1.50**. Children receive first replacement free of charge.

RESERVATION CHARGES

Level 1	Reserving a book which is in stock or on order Adults (16+) 90p Senior Citizens 45p Young Adults (up to 16) 45p for adult items. Children, Registered disabled / unemployed free.
Level 2	Reserving a book that is not in the stock of Kingston Libraries or on order, using a regional inter-lending scheme or purchased for addition to stock £1.65
Level 3	Reserving a book through the national inter-lending scheme £3.75

All reservation charges are payable on collection. A reservation charge will be payable if a reserved book is not collected. Readers are requested to notify the library if the book is no longer required.

PHOTOCOPYING

A4	5p per sheet.
A3	10p per sheet.

FAXING, PRINTING and ICT TRAINING

To send a fax :			
UK/Republic of Ireland	£1.00 for 1 page	£2.00 up to six pages.	
Europe – EU countries	£2.50 up to six pages.		
Non EU countries	£3.00 up to six pages		
To receive a fax :	All incoming transmissions (UK or abroad) are charged at £1 for up to 6 pages.		
Computer print out (per sheet)	A4 black & white	20p	A3 black & white 35p
	A4 colour	55p	A3 colour £1.10p
Computer disk	For downloading	40p	
CDR		80p	
ICT Training			
Tutor led training	Duration	One to One	
	30 minutes	£4.50	
	1 hour	£8.00	
	2 hours	£16.00	
Groups	Concessions apply		
ECDL & Other Training			
ECDL exam	£10 per exam		
Log book	£25.00		
BCS IT User 2	£15.00		