

BOOKS & RENEWALS

- 12 items per card.
- 3 week loan period.
- 3 unseen renewals by phone.
- 2 unseen renewals online using your library card number & pin.

Overdue Fines

- Adults & Senior Citizens – **17p** per book for each opening day.
- Maximum of **£7** per item.
- Children (0-16 years) & Senior Citizens over the age of 75 are **exempt** from overdue fines.
- An administrative charge of **£1.10** will be payable if a second overdue reminder is sent out.

New Membership Card

- If lost, a replacement membership card costs **£1.80**.
- Children receive their first replacement card free of charge.

RESERVATIONS

Express, Standard or Online
Reservation of any item on Kingston
Libraries catalogue - **60p**

(Children & youth for children's / youth
stock & concessions – **Free**)

New Stock

Request to buy an item not on
Kingston Libraries catalogue.
(Purchase **not** guaranteed) - **£1.00**

Inter-Library

Reserving a book from a neighbouring
borough through the National
Inter-Lending Scheme - **£3.00**

British Library

Reserving a book available from the
British Library - **£7.00**

- Reservation charges are payable on collection.
- Charges will still be payable if a reserved item is not collected.
- Please notify the library if a reserved item is no longer required.

AUDIO VISUAL HIRE

DVDs

Latest Releases (Gold Star)
£2.00 for a week's rental

Value Films (Green Spot)
£1.50 for a week's rental

CDs & Computer Games

50p for a week's rental

Language Courses

£1.70 for 3 week's rental

These are non-renewable items.
Further hire charges apply on overdue
items up to a maximum of **£10** per
item.

Audio Books

Cassettes / CDs / Playaways
80p for 3 week's rental

(Children & youth for children's / youth
stock, concessions & senior
citizens – **Free**)

Audio books can be renewed in the
same way as books but a new 3 week
hire charge will apply. **17p** per
opening day overdue fines also apply
to audio books.

IT FACILITIES

PC & Internet Access

2 hours per day

First hour – **Free**

Second Hour - **£2.40**

Printing

All printing - **20p** per sheet

IT Training

One to One 30 minutes - **£6.00**

Introductory Classes - **£1.50**

Speciality Classes - **£3.00**

PC Literacy Courses **£6.00**

(Concessions – 40% discount)

ECDL exam - **£11.00** per exam

(Concessions – 40% discount)

ECDL Log Book - **£26 - £28**

BCS IT User 2 - **£15.00**

USB Sticks

128Mb - **£5.20**

512Mb - **£7.50**

OTHER CHARGES

Photocopying

Black & White A4 - **5p**

Colour A4 – **20p**

Black & White A3 - **10p**

Colour A3 – **20p**

Faxing

To send a fax:

UK / Republic of Ireland

1 page – **£1.40**

Up to 6 pages - **£3.30**

Europe

Up to 6 pages - **£3.30**

Non EU Countries

Up to 6 pages - **£3.70**

To receive a fax:

Up to 6 pages - **£1.70**

Music Scores

Issued for 1, 2, or 3 months

£5 per month

Jute Book Bags

£1.60 each

Library & Heritage Service



Kingston Libraries

Fines & Charges

**1st April 2010 –
31st March 2011**

Kingston
Children & Young People's Trust
Making a Difference Together

www.kingston.gov.uk/libraries