

**LIBRARY CHARGES FROM
1st APRIL 2011 – 31st MARCH 2012**
FINES FOR OVERDUE BOOKS & SPOKEN WORD CASSETTES / CDs

Adult stock items 17p each opening day up to a maximum of **£7** per item.

All loans of adult items are liable for charges if returned or renewed after the due date. Children's and teen items and loans to senior citizens over the age of 75 are exempt from charges. An administrative charge of **£1.10** 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 items can be renewed either in person at any branch, via the Library and Heritage Service website: <http://www.londonlibraries.gov.uk/kingston> by email or by telephone.

AUDIO-VISUAL HIRE CHARGES

CDs and DVDs are issued for one week and are non-renewable. Further hire charges will be payable if AV item(s) are returned late up to a maximum of **£10.00**.

Compact Discs	£0.50 per loan
DVDs - Adult	New Stock £2.00, reduced to £1.50 after 6 months
DVDs - Children's stock	£2.00 for Feature Films, £1.50 for others.
DVDs	Further hire charges will be payable if the item is returned late up to a maximum of £10.00
Language Cassettes/CDs	£1.70 Further hire charges will be levied if the item is kept over the initial loan period of three weeks.
Spoken Word Cassettes/ CD	80p Issued free to / senior citizens / the registered blind or partially sighted, & non-readers. Children / Youth are not charged for children's / youth items.
Music Scores and sets	£5.00 for a 1 month loan

Membership Card: Replacement for lost card **£1.80**. Children receive their first replacement card free of charge.

RESERVATION CHARGES

A non-refundable reservation charge of up to £1 is payable upon making a request. If the request cannot be satisfied within the LLC, resulting in a LASER or British Library loan, this can be used as part payment towards the total fee.

Level 1	Reservation of an item of Kingston Libraries' or an LLC members' stock. Adult 60p , Senior Citizen 60p , Teens (under 18's) 60p for adult stock. Concessions free .
Level 2	Reservation of an item which is not on the LLC catalogue and is purchased for stock £1.00
Level 3	Reservation of an item that is not in stock and obtained from LASER £3.00
Level 4	Reservation of an item that is not in stock and obtained through the British Library £7.00

All level 1 and 2 reservation charges are payable upon placing the request. A reservation charge is still payable if a reserved item is not collected. Readers are requested to notify the library if the item is no longer required.

PHOTOCOPYING

A4 Black and White	5p per sheet.
A3 Black and White	10/20p per sheet.
Colour – any size	20p per sheet.

FAXING, PRINTING, ICT TRAINING and OTHER ACTIVITIES

To send a fax :

UK/Republic of Ireland	£1.40 for 1 page	£3.30 up to six pages.
Europe – EU countries	£3.30 up to six pages.	
Non EU countries	£3.70 up to six pages	

To receive a fax :

All incoming transmissions (UK or abroad) are charged at **£1.70** for up to 6 pages.

Internet and Computer Access

First hour free per day, £1.20 per ½ hour thereafter.

Computer print out

A4 or A3, colour or black and white - **20p per sheet**

Memory Stick

128 Mb	£5.20
512 Mb	£7.50

Introductory IT 'taster' classes

£1.50

One-off speciality session

£3.00

Multi-speciality groups

£6.00 per lesson. Concessions apply

(40% discount for those in receipt of income based benefits unwaged/long-term sick/under 16).

ECDL & Other Training:

ECDL exam

£14 per exam (concessionary rates apply)

Registration Fee

£30 (no concession)

ECDL Advanced

£55 per module (Hook library only)

Hire of IT Training Rooms price on application.

Events and Activities:

Children's holiday activities (e.g. craft events) and adult activities e.g. talks by authors:
Tickets from £1.50 per activity.