

**LIBRARY CHARGES FROM
1st APRIL 2009 – 31st MARCH 2010**

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	16p each opening day up to a maximum of £7 per item.

Children up to the age of 16 and senior citizens over the age of 75 are exempt from these 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 cassettes can be renewed either in person at any branch or over the telephone or via the RBK website www.kingston.gov.uk/libraries

AUDIO-VISUAL HIRE CHARGES - ADULTS

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

Compact Discs	£1.10 per loan
Computer Games	£0.50 per loan
DVDs - Adult	New Stock £2.60, reduced to £1.70 after 6 months
DVDs - Children's stock	£2.60 for Feature Films, £1.70 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	70p Issued free to / senior citizens / the registered blind or partially sighted, & non-readers. Children / Youth are not charged for children's / youth cassettes.
Linguaphone set	£6.00 Issued for 6 weeks and non renewable; Further hire charges are payable on overdue items.
Music Scores and sets	£5.00 for a 1 month loan

Membership Card: Replacement for lost card **£1.70**. Children receive first replacement free of charge.

RESERVATION CHARGES

Level 1	Express Reservations – Staff reservation by telephone of an item available at another branch. Adult 50p, Senior Citizen 50p, Young Adult for adult stock 50p. Concessions free. Online reservations 50p .
Level 2	Reserving a book which is on the Kingston Libraries catalogue but out on loan £1.00 Purchase for request £1.00 .

Level 3

Reserving a book that is not in stock and obtained from
LASER **£3.00**

Reserving a book that is not in stock and obtained
through the British Library **£6.30**

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
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To send a fax :

UK/Republic of Ireland **£1.30** for 1 page **£3.20** up to six pages.

Europe – EU countries **£3.20** up to six pages.

Non EU countries **£3.60** up to six pages

To receive a fax : All incoming transmissions (UK or abroad) are charged at **£1.60** for up to 6 pages.

Internet and Computer Access **First hour free, £1.20 per ½ hour thereafter.**

Computer print out
(per sheet)

A4 black & white **20p** A3 black & white **50p**

A4 colour **50p** A3 colour **£1.10p**

Memory Stick

128mb **£5.20**

512mb **£7.50**

ICT Training

Tutor led training One to One **£6.00 per 30 minutes**
(irrespective of duration)

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 **£11.00** per exam (concessionary rates apply)

Log book **£25.00** (no concession)

BCS IT User 2 **£15.00**

Hire of IT Training Rooms price on application to Learning, Education & Participation Manager

Events and Activities

Children’s holiday activities (e.g. craft events) and Adult Activities e.g. talks by authors **£1.00** per activity.