

**Communities & Resources
Head of Culture & Leisure Services**

ANNEX D

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2014/15 (from April 2014) £	Charges 2015/16 (from April 2015) £	Operative Date of Latest Notified Charge	Basis of Increase
LIBRARY SERVICE				
FINES (per item, per day)				
Adults	0.28	0.36	01/04/15	S
Children	0.14	0.18	01/04/15	S
Spoken Words	0.28	0.36	01/04/15	S
Lost Tickets	3.70	4.00	01/04/14	S
Lost Items - Replacement Cost (Min charge £10)	0.00	0.00	01/04/14	
Pre Overdue by e mail only	0.00	0.00	01/04/14	
Overdue notifications				
1st Overdue (E-Mail)	0.00	0.00	01/04/14	
1st Overdue (Text/Telephone)	0.18	0.20	01/04/15	I/N
1st Overdue (Post)	1.14	1.15	01/04/15	I/N
2nd Overdue (No longer Exists)	0.00	0.00	01/04/14	
Reservations				
Adult (E-mail)	1.16	1.20	01/04/15	I/N
Adult (Text/Telephone)	1.36	1.40	01/04/15	I/N
Adult (Post)	1.76	1.80	01/04/15	I/N
Children	0.00	0.00	01/04/14	

Basis of Increase:

C - An increase dependent on committee approval

G - An increase below inflation consequent upon a corporate growth plan.

I - Based on relevant inflationary change

N - A nominal increase e.g. due to rounding of charge

S - An increase above inflation consequent upon a corporate plan saving

**Communities & Resources
Head of Culture & Leisure Services**

ANNEX D

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2014/15 (from April 2014) £	Charges 2015/16 (from April 2015) £	Operative Date of Latest Notified Charge	Basis of Increase
Items not held within borough				
Adult	2.70	2.70	01/04/14	
British Library Loans (plus postage)	12.55	12.55	01/04/14	
Children	0.00	0.00	01/04/14	
CDs per week - Singles	1.22	1.25	01/04/15	I/N
- Sets	2.24	2.25	01/04/15	I/N
Spoken Word per 3 weeks (registered blind exempt)	1.20	1.20	01/04/14	I/N
DVDS per week	3.06	3.10	01/04/15	I/N
Music Scores (3 Months) Cost to be agreed with customer before progressing order				
Photo Copies	0.31 *	0.32 *	01/04/15	I/N
B/W A4	0.36 *	0.37 *	01/04/15	I/N
B/W A3	2.04 *	2.06 *	01/04/15	I/N
Colour A3 (Photocopy)	1.43 *	1.44 *	01/04/15	I/N
Colour A4 (Photocopy)	0.31 *	0.32 *	01/04/15	I/N
Photo copying single sided	0.47 *	0.48 *	01/04/15	I/N
Photo copying double sided				

Basis of Increase:

C - An increase dependent on committee approval

G - An increase below inflation consequent upon a corporate growth plan.

I - Based on relevant inflationary change

N - A nominal increase e.g. due to rounding of charge

S - An increase above inflation consequent upon a corporate plan saving

**Communities & Resources
Head of Culture & Leisure Services**

ANNEX D

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2014/15 (from April 2014) £	Charges 2015/16 (from April 2015) £	Operative Date of Latest Notified Charge	Basis of Increase
People's Network-Printing				
B/W A4 (Printout per page)	0.31 *	0.32 *	01/04/15	I/N
Colour A4 (Printout per page)	1.43 *	1.44 *	01/04/15	I/N
People's Network-Usage				
1st Hour				
Elect Equipment i.e. Lap Top Charging per day etc.	1.00	1.00	01/04/12	
Elect Equipment I.e. Mobile Phone charging per day etc.	1.00	1.00	01/04/12	
All other elect appliances	1.00	1.00	01/04/12	
Computer Use				
IT Hub - reservation fee per computer, per hour	0.00	0.00		
Room Hire				
Upminster Library				
Upminster per hour	20.00	20.00	01/04/12	
Upminster-After 8pm £25 locking up fees	25.00	25.00	01/04/12	
Hornchurch Library				
Hornchurch 1st hour Large meeting room	25.00	25.00	01/04/12	
Additional hours Large meeting room	20.00	20.00	01/04/12	
Hornchurch-After 10pm £25 locking up fees	25.00	25.00	01/04/12	
Hornchurch Class Room One per hour	20.00	20.00	01/04/12	
Hornchurch Class Room Two per hour	15.00	15.00	01/04/12	

Basis of Increase:

C - An increase dependent on committee approval

G - An increase below inflation consequent upon a corporate growth plan.

I - Based on relevant inflationary change

N - A nominal increase e.g. due to rounding of charge

S - An increase above inflation consequent upon a corporate plan saving

**Communities & Resources
Head of Culture & Leisure Services**

ANNEX D

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2014/15 (from April 2014) £	Charges 2015/16 (from April 2015) £	Operative Date of Latest Notified Charge	Basis of Increase
Elm Park Library				
Elm Park Meeting Room per hour	20.00	20.00	01/04/12	
Rainham Library				
Rainham Library Meeting Room 1 (large room) First Hour	0.00	25.00	01/04/15	New Charge
Rainham Library Meeting Room 1 (large room) Additional Hours	20.00	20.00	01/04/14	
Rainham Library Meeting Room 2	0.00	20.00	01/04/15	New Charge
Rainham Library Meeting Room 3	0.00	20.00	01/04/15	New Charge
Rainham Library Meeting Room 4 (smallest room)	15.00	15.00	01/04/14	
Romford Library				
Romford 1st hour Large meeting room	25.00	25.00	01/04/12	
Additional hours Large meeting room	20.00	20.00	01/04/12	
Romford-After 8pm £25 locking up fees	25.00	25.00	01/04/12	
Room Hire Cancellation				
Notice of cancellation of room hire under 24 hours	50% of room hire fee	75% of room hire fee	01/04/14	C
Notice of cancellation of room hire 1-3 days	0.00	50% of room hire fee	01/04/15	New Charge
Notice of cancellation of room hire 3-7 days	0.00	25% of room hire fee	01/04/15	New Charge
N.B The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer commits to a long term hire, with such discounts to be agreed by the Head of Service.				

Basis of Increase:

C - An increase dependent on committee approval

G - An increase below inflation consequent upon a corporate growth plan.

I - Based on relevant inflationary change

N - A nominal increase e.g. due to rounding of charge

S - An increase above inflation consequent upon a corporate plan saving

**Communities & Resources
Head of Culture & Leisure Services**

ANNEX D

(B) Charges determined by Committee

*VAT inclusive

Income Source	Charges 2014/15 (from April 2014) £	Charges 2015/16 (from April 2015) £	Operative Date of Latest Notified Charge	Basis of Increase
Exhibitions(per week)				
Upminster at exhibitors liability for one week	0.00	0.00	01/04/12	
Hornchurch at exhibitors liability for one week	0.00	0.00	01/04/12	
Cost of Recovery				
Accounts owing up to £99.00	10.00	10.00	01/04/14	
Accounts owing £100 plus	20.00	20.00	01/04/14	
Cost of Digital images				
Image on disc (including disc)	3.50 *	3.50 *	01/04/14	
Image on USB (excluding USB)	3.50 *	3.50 *	01/04/14	
Image on Paper price on application plus postage	0.00 *	0.00 *	01/04/14	
Commercial Reproduction price on application	0.00 *	0.00 *	01/04/14	

Basis of Increase:

C - An increase dependent on committee approval

G - An increase below inflation consequent upon a corporate growth plan.

I - Based on relevant inflationary change

N - A nominal increase e.g. due to rounding of charge

S - An increase above inflation consequent upon a corporate plan saving