



Libraries & Information

Library Charges and Sales Policy

Owner: Jane Everiss, Head of Library Service

Signed off: _____ January 2018 _____ (Date)

Signature: _____ *J Everiss* _____

Jane Everiss, Head of Library Services

**All Library Policies
are reviewed annually**

Library Charges and Sales

Policy

The aim of our charging and sales policy is to ensure that a consistent set of principles is applied.

Fees and charges represent an important source of income, providing for activity that is designed to achieve the objectives of the library service. All charges applied contribute towards the running cost of the service. Income from sales is also reinvested in library services.

Libraries & Information reviews its charges regularly, paying due regard for inflation and to corporate charging policies. Charges for sales items are set at a rate to cover expenditure costs as a minimum requirement. Library charges are benchmarked against those of other county library services.

Libraries & Information applies concessions and exemptions to some charges (including charging for public PCs) to ensure equality of access to resources. There are no statutory rights to concessions. No concessions are given against sales but occasionally discounted or incentive offers will apply.

Customer lending rights and use of Library Computers may be blocked owing to outstanding fines and/or overdue items.

Charges

In accordance with the Public Libraries & Museums Act of 1964 (section 7) and the Library Charges regulations (1991) there are no charges for borrowing books or other written material. Charges are made for:

- Late return of loaned items: Books, Music & Drama Sets
- Late return of DVDs and CDs incur additional hire charges
- Lost or damaged books, DVDs, CDs, Music & Drama Sets
- Inter Library Loans (ILLs) - partial administration costs of obtaining resources from other libraries and notifying customers of their availability
- Photocopying and printing from library PCs and newspaper microfilm readers
- Sending or receiving a FAX
- Library room hire

- Hiring of DVDs, Music CDs, Audio CDs (spoken word), Music & Drama Sets
- Reservations placed by staff on behalf of customers
- Use of the Public Access PCs by visitors who are not entitled to membership of Gloucestershire Library Service.

Library Membership is free to anyone who lives, works or studies within Gloucestershire, including anyone who does not have a fixed address.

There are no charges for downloading e.Books, e.Audio or e. Magazines and no fines as digital loan expires at end of loan period.

Sales

Libraries & Information offers a selection of items for sale in many libraries with the purpose of providing materials of added value to library users. The range is subject to variation and may include:

- Sale of reading spectacles
- Stationery items
- Library branded bags for adults and children
- Local walking maps
- Greetings cards, Christmas cards and literary themed gifts
- Hot and cold drinks vending machines
- Sale of ex-library books, DVDs, CDs
- Local history pamphlets and guides
- Sale of advertising space and promotional leaflet provision (managed by external partnership agency GLIDE Media Marketing)