

Lending Charges

	£	
DVD	2.00	per item
DVD BOX SETS	2.00	per item
CDs	1.00	per item
Lost Library Card	2.00	adult
	1.00	child

Late Return Charges

Book/ CD	20p per day up to a maximum of £10 per item (adults only)	
DVD	£1 per day to a maximum of £10 per item	

Reservation Charge

	£	
Items not in stock	4.00	per item

Photocopying/ Printouts

	£	
Black & white A4	0.20	per copy
Black & white A3	0.30	per copy
Colour A4	0.70	per copy
Colour A3	1.20	per copy
Scanning	1.00	per copy

	£	
Bespoke Research	Private	30.00 per hour
	Commercial	45.00 per hour
Family history training session	15.00	per hour
Family / Local history enquiries e.g. newspaper searches, census searches	No charge	Under 30 mins
	5.00	per half hour (over 30 mins to maximum of 2 hours charged at £5 per half hour)

Room Hire/ Letting Fees

	£	
Per hour	15.00	
Per 2.5 - 4 hour session	38.00	
Per day (9:00am - 4:30pm)	68.00	
Evening charge 5pm - 10pm	100.00	
Weekly rate Non Profit organisations*		250.00

*(the greater of £250 or 30% commission fee on sales)

Weekly rate Profit making organisations **	350.00
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** (the greater of £350 or 30% commission fee on sales)

Projector hire	10.00	the session
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