



Meeting or Decision Maker:	Cabinet Member for Sports, Leisure and Open Spaces Cllr Steve Summers
Date:	24th November 2014
Classification:	For general release
Title:	Westminster Libraries and Archives Fees and Charges 2014/15
Wards Affected:	All
Better City, Better Lives Summary	A More Enterprising City by promoting use of the local economy
Key Decision:	No
Financial Summary:	Review of fees and charges to generate additional income and recover costs of service delivery
Report of:	Mike Clarke, Director of Libraries

1. Executive Summary

- 1.1. This report proposes changes to fees and charges for the Libraries service for 2014-15, to take effect from 1st January 2015, following implementation of a single Tri-borough Library Management System (LMS) on 10 June 2014. A full listing of all current and proposed charges is given in Appendix B. Proposed changes are highlighted in bold type for ease of reference and explanations are given where fees and charges are not simply increased by the rate of inflation.

2. Recommendations

- 2.1. That the Cabinet Member for Cabinet Member for Sports, Leisure and Open Spaces approves the proposed charges for the library service as set out in Appendix B, to be operational from 1st January 2015.

3. Reasons for Decision

- 3.1. The Council's Constitution requires an annual review of discretionary fees and charges (Part 4.F). The charges have been reviewed and changes are proposed to take effect from 1st January 2015. These changes will ensure the library service recovers costs of providing ancillary services and harmonises fees across the Tri-borough library service.

4. Background, including Policy Context

- 4.1. Libraries fees and charges are normally reviewed on an annual basis as part of the budget setting process for the following year. However, for 2013/14 a decision was made to maintain charges at their previous due to the original timescales for the implementation of the new LMS. For 2014/15 the fees and charges have been reviewed later in the year than would normally be expected due to the complexities and opportunities that have arisen following the introduction of the single LMS across Tri-borough Libraries which went live on 10 June 2014. As this review takes place later than usual, it is proposed to complete a smaller scale review for April 2015 and to amend charges as appropriate, after which the normal review pattern will be resumed.
- 4.2. In reviewing fees and charges, Tri-borough Libraries will work within the boundaries and restrictions on charging laid down in the 1991 Library Charges Regulations. The proposed general approach to the setting of fees and charges is to maximise revenue, shape customer behaviour and contribute towards running costs of the Library service, whilst balancing the need with achieving service delivery objectives to support our communities.
- 4.3. It is also recognised that any significant increase in prices in the present economic climate will deter some users, lead to reduced demand and therefore a net reduction in income. The service will also be mindful not to unfairly disadvantage any vulnerable groups within the community.
- 4.4. As part of the annual review on fees and charges, price comparisons have been made with other library authorities and, where appropriate, costs to provide or changes in the local market are also considered.
- 4.5. The single Tri-borough LMS has provided an opportunity to introduce a genuine "one-card" membership arrangement, giving customers access to one library catalogue and access to all services across all three boroughs. To establish an integrated Tri-borough Libraries offer, LMS-generated fees and charges should be aligned where appropriate, so that the customer is presented with a single coherent offer. This avoids price-led substitution of use across borough boundaries. These factors have influenced the proposed charging schedule as set out in Appendix B. As the Westminster Libraries pricing point tends to be at the higher end of the scale, in many cases the recommendation has been for the charge to remain the same in Westminster, with an uplift being applied in one, or in some cases both of the other two boroughs. Exceptions to this are noted.

Proposed Changes to Fees and Charges

- 4.6. **Table 1** below sets out fees and charges income generated in 2013/14. **Overdue charges** are one of the key income streams contained in the fees and charges schedule (£91,094). The current standard charge is 25p per day, with a maximum charge of £10 per item. These charges are already at the top end of the scale compared to other inner London authorities, and it is recommended that these charges remain the same as an increase is likely to deter customers.

Table 1: Service Fees & Charges 13/14 Outturn

Type of income generating activity	2013-14 Outturn
Lettings	-103,936
Overdue Charges	-91,094
DVD	-82,984
Sales	-48,675
Reproduction fees	-47,155
Orchestral Sets	-31,385
Other Fees and Charges	-29,002
Photocopying & Printing	-21,325
Reservations	-11,286
Other Hire Charges	-7,453
Loans - Audiovisual	-7,215
PC Hire Charges	-5,151
Loans - Talking Books	-2,057
Language Courses	-1,846
Total	-490,563

- 4.7. It is proposed to maintain a charge of £1.00 for posting overdue notices for adults and a charge of 40p to under 18's as a means of recovering the cost of this activity. This is in line with the current Westminster City Council (WCC) charges and proposed charges for Hammersmith and Fulham (H&F). It is also proposed to introduce a new charge of 20p for notices by SMS, again in part to recover the cost of that activity, while at the same time leaving email notices free of charge. The overall impact of this group of charges serves to modernise the communication channels offered by the service and will encourage customers to move to the communications channel that attracts the lowest cost to the council.

- 4.8. It should be noted that overdue charges and the related notification charges proposed in 5.3 are all avoidable costs. Customers do have a variety of methods of renewing on loan items before they become overdue, these include renewing in person when visiting a library, or by telephone or online.
- 4.9. Lettings were the largest single source of income in 13/14, although this source of income will be constrained in 2014/15 due to the reduced capacity at Mayfair Library given the ceremonial functions now temporarily being carried out at the venue. In addition the meetings rooms at Church Street will not be available from 1st July through to mid August 2014 due to essential building works. It is proposed to increase the hire charges at Mayfair Library in line with the table 2. This increase is above the rate of inflation but rates have not increased for over 2 years. It is proposed to leave the charges for the meeting room at Westminster Reference Library as they are, as this space is still in the process of establishing itself and there is still spare capacity. The meeting rooms at Church Street are currently managed by Vital Regeneration along with other meeting spaces in the Church Street area. The contract is due for renewal in October and it is planned to review the charge scheduling and the management of the space at that point in time.

Table 2: Mayfair Room Hire

Charge Element	Current 13/14	Proposed 14/15
Small room	£35 per hour/ £80 - Half a day/ £140- All day	£40 per hour/ £90 - Half a day/ £150- All day
Large room	£55 per hour/ £140 - Half a day/ £230- All day	£60 per hour/ £150 - Half a day/ £250- All day

- 4.10. **Request charges:** Westminster currently has a higher standard rate for requests for specific titles submitted to staff on a card, with a lower standard rate for online reservations. This encourages the use of self-service by customers. This differentiation does not exist in the other two boroughs.
- 4.11. Hammersmith and Fulham have eliminated the use of cards and staff help customers place an online request if required in the library. It is proposed that WCC follow the working practice of LBHF and remove the price differentiation and use the previous self service price (£1) as the standard charge (see Table 3). This would be in line with charges in the other two boroughs.
- 4.12. To standardise reservation charges across Tri-borough it is also proposed to reduce the reservation charge for 16-17 years olds to 50p (from £1) and to increase the charge by £1 for reservations supplied from the British Library to £14 which will recover the cost of the activity.

Table 3: Reservation Charges 13/14 Current and 14/15 Proposals

Charge Element	Current 13/14	Proposed 14/15
Reservations		
Reservations (handed into staff)	£1.50	Delete charge
Standard reservation charge*	£1.00	£1.00
Standard reservation charge with City Save Card	£0.80	£0.80
Reservations - 16-17 yrs	£1.00	£0.50
Reservations - 16-17 yrs - for homework	Free	Free
Reservations - children under 16	Free	Free
Applicability	All of the above for holdings in Triborough Libraries or via Inter-Library Loans.	
<i>*Previously applied only to self service reservation</i>		
BL Loan - books, Inter Library Loan outside UK, or Inter Library Loan via Academic Institutions	£13.00	£14.00

- 4.13. The number of **music CD loans** has been falling for some time across Tri-borough and nationally. It is likely to continue to fall until reaching almost zero due to the popularity and increasing accessibility of online download music services in the commercial sector. An increase in charges on this format is likely to further depress use and income. It is proposed to keep the loan charge for a single music CD at 80p, and reduce the charge in RBKC and LBHF to the same level, whilst at the same time managing out this declining service and seeking alternative provision and income substitution.
- 4.14. WCC also offers an annual / quarterly music subscription service, not currently available in either of the other two boroughs. Customers can make a single payment (standard charge £25 annual/£8 quarterly) which allows them to borrow up to 8 CDs at any one time from any of the Westminster Libraries. It is not planned to extend this to LBHF and RBKC at this moment in time, but a review of CD service will be carried out to make recommendations on the future of CD collection and charging mechanisms.
- 4.15. It is proposed to harmonise the standard charge for the loan of **language courses** available on various formats (CD/Cassette/DVD). The proposal is to increase the charge from £2.20 to £2.50 (English course would remain free of charge).
- 4.16. Online language courses are currently available to hire via the WCC website. It is proposed to increase the standard charge from £5 to £6 per loan.

- 4.17. **DVD hire** also faces competition from online downloading and streaming. Income has reduced by 40% over 4 years. It is not proposed to make any increase in the charges for DVD, and as with CDs to look to manage the decline and seek alternative income sources.
- 4.18. WCC also offers a quarterly DVD subscription service, not currently available in the other two boroughs. Customers can make a single payment (standard charge £30) which allows them to borrow up to 2 DVDs at any one time from any of the Westminster Libraries. It is not planned to extend this facility to LBHF and RBKC at this moment in time, but a review of the DVD service will be carried out to make recommendations on the future of the DVD collection and charging mechanisms.
- 4.19. There is currently a discrepancy between the cost of **photocopying** and the cost of **printing** from People's Network PCs, despite the fact that there is no appreciable difference in cost to the council or any discernible difference in the end product for the customer. It is proposed to increase the fee to ensure cost recovery and also align these charges, which would involve an increase of 100% in the cost of some black and white photocopying, while the cost of colour photocopying would remain the same or reduce. The biggest impact will be that a single black and white A4 copy will increase from 10p to 20p. Charges have also been proposed to allow printing across a full range of paper sizes and colour. The table below sets out these charges. The charges for these services have not risen for several years. Printing and photocopying charges in libraries do vary across inner London libraries, the increase in printing charges but would be in line with the charges currently raised in some. RBKC for example currently charge 20p for A4 black and white (B&W) printing, while Camden currently charge 20p for B&W printing and photocopying and 40p for A3; and £1 and £2 for colour A4 and A3 printing and photocopying (*source*: Camden Libraries web site).

Table 4: Photocopying and Printing Charges and proposals

Charge Element	Current 13/14	Proposed 14/15
Photocopiers		
B/W A4	£0.10	£0.20
B/W A3	£0.20	£0.40
Colour A4	£1.00	£0.80
Colour A3	£1.50	£1.50
B/W A4 - staff assisted	£0.30	£0.40
B/W A3 - staff assisted	£0.30	£0.60
Colour A4 - staff assisted	£2.00	£2.00
Colour A3 - staff assisted	£2.00	£2.00
People's Network Printing		
Printing - A4 Black & White	£0.15	£0.20
Printing - A3 Black & White	na	£0.40
Printing - A4 Colour	£0.40	£0.80
Printing - A3 Colour	na	£1.50

- 4.20. **Orchestral Sets:** The proposed increase in charges is just under 10%. Although this is above inflation, hire charges have been held since 2008-9, so there has been no increase for over 6 years, while the cost of purchasing Orchestral Sets has risen.

Table 5: Orchestral set loans current charges and proposals

Charge Element	Current 13/14	Proposed 14/15
Orchestral sets loans		
Short Piece Hire	£15 per month.	£16.00 per month
Medium Piece Hire	£20 per month.	£22.00 per month
Long Piece hire	£25 per month.	£27.00 per month
Extra long piece hire	£30 per month.	£33.00 per month
Lost part replacement charge	£10.00	£10.00
<i>20% discount is given to orchestras who rehearse in Westminster</i>		

- 4.21. RBKC currently run ticketed **author** and **other special events** for a charge of **£5 per ticket**. It is proposed to give WCC the possibility of running similar events within the borough and a similar charge or donation is therefore proposed, with a view to reviewing this once a series of events has been run.

5. Financial Implications

- 5.1. The overall financial implications of the proposals are negligible and estimated to be £5,000 increase over the course of a full year. This is because one of the most significant sources of income (overdue charges) is not proposed to change and a small number of smaller sources of income generation have either reduced, been introduced or increased to harmonise. Furthermore, where new charges have been introduced (e.g. with SMS communications), or increased (e.g. photocopying) this will help mitigate some declining income trends from obsolete formats and some of the loss of income opportunities in terms of letting space.
- 5.2. Aligning fees is an important step towards harmonising the customer offer but also income management practice in terms of staff knowledge and systems integration. It serves to align policies without causing material or detrimental impact on the financial position.

6. Legal Implications

- 6.1. The Council is a Library Authority under the terms of the Public Libraries and Museums Act 1964 and as such has a statutory duty to provide a comprehensive and efficient library service.
- 6.2. Whilst the core Library Service is free under the Act, the Local Government and Housing Act 1980 and Library charges (England and Wales) Regulations 1991 define what may not be charged for and also gives Library Authorities the power to make charges for the provision of specified Library facilities.
- 6.3. The Local Government Act 2003 also provides a power to trade and power to charge for discretionary services.

7. Staffing implications

- 7.1. There are no staffing implications as a result of the attached proposal.

8. Consultation

- 8.1. Although the impact of the proposals affects all wards, the overall impact is low. Library customers will be given at least four weeks notice of any changes to the fees and charges schedule.
- 8.2. The changes are marginal and/or in line with inflation and whilst some of the percentage increases in fees are significantly above the rate of inflation the cash sums would not be considered significant and have been calibrated to avoid discouraging use by vulnerable groups. A range of concessions gives protection to those most in need.

If you have any queries about this Report or wish to inspect any of the Background Papers please contact:

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BACKGROUND PAPERS:

None

WCC Concessions	Concessionary rates at 50% where applicable are currently available to: Westminster residents who are 60+, Westminster residents receiving any of the following benefits: Income Support, Working Tax Credits, Housing Benefit, Jobseeker's Allowance and any library user claiming: Incapacity Benefit, Severe Disablement Allowance, Attendance Allowance, Disabled Tax Credits and Disability Living allowance.	
Charge Element	Current 2013/14	Proposed 2014/15
Book loans	Free loans and renewals	Free loans and renewals
Renewals	All items may be renewed up to eight times (unless reserved)	All items may be renewed up to eight times (unless reserved)
Overdue charges		
Book/Audio fines	£0.25	£0.25
Book/Audio fines 16-17 yrs	£0.25	£0.10
Under 16	Exempt	Exempt
Charge for posting overdue notices (per notice)	£1.00	£1.00
Charge for posting overdue notices Under 18	£0.40	£0.40
Text notices	No charge	£0.20
Email notices	No charge	No charge
Maximum overdue fine limit Adults	£10.00	£10.00
Maximum overdue fine limit 16-17yrs	£2.00	£2.00
Charge Element	Current 2013/14	Proposed 2014/15

Replacement Membership Cards		
Replacement Library Card	£3.00	£3.00
Replacement Library card - concs	£3.00	£3.00
Replacement Library card under 16s	£1.00	£1.00
		(currently applies to under 14s only)
Visitors Subscription (1 month 2 items at any one time - WCC only)	£10.00	£10.00
Reservations		
Reservations (handed into staff)	£1.50	Delete charge
Standard reservation charge	£1.00	£1.00
Standard reservation charge with City Save Card	£0.80	£0.80
Reservations - 16-17 yrs	£1.00	£0.50
Reservations - 16-17 yrs - for homework	Free	Free
Reservations - children under 16	Free	Free
	All of the above for holdings in Triborough Libraries or via Inter-Library Loans.	All of the above for holdings in Triborough Libraries or via Inter-Library Loans.
BL Loan - books, Inter Library Loan outside UK, or Interlibrary Loan via Academic Institutions	£13.00	£14.00
BL - Loan of choral sets of 20 or 1 orchestral set	£13.00	£14.00
Charge Element	Current 2013/14	Proposed 2014/15

Service for customers who represent an organisation based in Tri-borough, limit of 2 requests per month)		
BL Loan - periodical article	£7.00 + 10p per page	£7.00 + 10p per page
Periodical article	£1.00 + 10p per page	£1.00 + 10p per page
Periodical article - City Save Card	80p + 8p per page	80p + 8p per page
Periodical article - concessions	50p + 10p per page	50p + 10p per page
Periodical article - concessions and City Save Card	40p + 8p per page	40p + 8p per page
Book recovery processing fee	£7.75	£7.75
Sound Recordings		
CD single	£0.80	£0.80
CD City Save Card	£0.60	£0.60
CD City Save Card + concession	£0.30	£0.30
CD single (HLS Users)	Free	Free
CD subscription (Annual)	£25.00	£25.00
CD subscription City Save Card	£20.00	£20.00
CD subscription Conc	£12.50	£12.50
CD subscription City Save Card & Conc	£10.00	£10.00
CD Subscription - Users visually Impaired + HLS Customers	Free	Free
CD subscription (Quarterly)	£8.00	£8.00
CD subscription City Save Card	£6.40	£6.40
CD subscription Conc	£4.00	£4.00
CD subscription City Save Card & Conc	£3.60	£3.60
CD Subscription - Users visually Impaired + HLS Customers	Free	Free
Charge Element	Current 2013/14	Proposed 2014/15
Language Courses		

Language course on cassette/CD	£2.20	£2.50
Language course on cassette/CD - English courses only	Free	Free
Language course cassette/CD - concessions	£1.10	£1.25
Language course cassette/CD City Save Card	£1.60	£2.00
Language course cassette/CD City Save Card + Conc	£1.10	£1.00
Language Courses on CD-ROM	£2.20	£2.50
Language Courses on video/DVD	£2.20	£2.50
Language Courses on video/DVD RBKC staff	na	
Language Courses on video/DVD with City Save Card	£1.60	£2.00
English Language courses on video /DVD	Free	Free
Online language courses	£5.00	£6.00
Online language courses with City Save Card	£4.00	£4.80
Online language courses - concessions	£2.50	£3.00
Online language courses - concessions with City Save Card	£2.00	£2.40
Online English courses	Free	Free
Language courses - Visually Impaired + HLS Customers	Free	Free
Charge Element	Current 2013/14	Proposed 2014/15
Talking / Audio Books		
Talking Books (3 weeks)	£1.00	£1.00

Talking Books City Save Card (3 weeks)	£0.80	£0.80
Talking Books Conc (3 weeks)	£0.50	£0.50
Talking Books City Save Card + Conc (3 weeks)	£0.40	£0.40
Talking Books Westminster Residents over 60 + Visually Impaired + HLS Customers	Free	Free
DVD (hire)		
New release	£2.50	£2.50
New release with City Save Card	£2.00	£2.00
Feature DVDs	£2.00	£2.00
Feature DVDs with City Save Card	£1.60	£1.60
Children's DVDs non feature	£1.00	£1.00
Children's DVD features + Feature films U	£1.00	£1.00
Children's with City Save Card	£0.80	£0.80
Instructional per week	£1.00	£1.00
Instructional per week with City Save Card	£0.80	£0.80
TV Series 1 to 4 CDS per week	£2.50	£2.50
TV Series 1 to 4 CDS per week City Save Card	£2.00	£2.00
TV Series 4+ per week	£4.00	£4.00
TV Series 4+ per week with City Save Card	£3.20	£3.20
DVD Subscription (Westminster = 1/4ly)	£30.00	£30.00
DVD Subscription (Westminster = 1/4ly) City Save Card	£24.00	£24.00
Charge Element	Current 2013/14	Proposed 2014/15
DVD Subscription (Westminster = 1/4ly) City Save Card	£15.00	£15.00

DVD Subscription (Westminster = 1/4ly)		
City Save Card + Conc	£12.50	£12.50
DVD Visually Impaired	Free	Free
CD ROM (hire)		
CD ROM	£2.00	£2.00
Playstation Games - U	£2.00	£2.00
Playstation Games - 12	£2.00	£2.00
Playstation Games - 15	£2.00	£2.00
Playstation Games - 18	£2.00	£2.00
Games - CitySave Card	£1.60	£1.60
Games - Conc	£1.00	£1.00
Orchestral sets loans		
Short Piece Hire	£15 p.m.	£16.00 per month
Medium Piece Hire	£20 p.m.	£22.00 per month
Long Piece hire	£25 p.m.	£27.00 per month
Extra long piece hire	£30 p.m.	£33.00 per month
Lost part replacement charge	£10.00	£10.00
20% discount is given to orchestras who rehearse in Westminster		
Postage and packaging		
Short Piece Hire	£7.00	£7.00
Medium Piece Hire	£10.00	£10.00
Long Piece hire	£15.00	£15.00
Extra long piece hire		
	£20.00	£20.00
Charge Element	Current 2013/14	Proposed 2014/15
Stationery sales (indicative prices / the price will fluctuate in line with supply costs)		

Carrier bags	£0.10	£0.10
Eco/ Fair trade cloth bag	£2.00	£2.00
Eco/ Fair trade cloth bag with City Save		
Card	£1.60	£1.60
Recordable CDs	na	
USB Sticks	£6/£8	£6/£8
Headphones	£1.50/4.00	£1.50/4.00
Photocopiers		
B/W A4	£0.10	£0.20
B/W A3	£0.20	£0.40
Colour A4	£1.00	£0.80
Colour A3	£1.50	£1.50
B/W A4 - staff assisted	£0.30	£0.40
B/W A3 - staff assisted	£0.30	£0.50
Colour A4 - staff assisted	£2.00	£2.00
Colour A3 - staff assisted	£2.00	£2.00
People's Network		
Printing - A4 Black & White	£0.15	£0.20
Printing - A3 Black & White	na	£0.40
Printing - A4 Colour	£0.40	£0.80
Printing - A3 Colour	na	£1.50
Charge Element	Current 2013/14	Proposed 2014/15
Fax charges		
All destinations - First page	£1.50	£1.50
All destinations - Subsequent pages	£1.00	£1.00

All destinations - First page with City Save Card	£1.20	£1.20
All destinations - Subsequent pages with City Save Card	£0.80	£0.80
Receiving fax	£1.00	£1.00
Internet		
Lib members 1st hour	Free	Free
Subsequent hour (minimum charge 25p per charged booking)	£1.00	£1.00
Community Notice Space		
Advert to be displayed - weekly	£1.50	£1.50
Advert to be displayed - weekly with CitySave Card	£1.20	£1.20
Author and Miscellaneous Events		
Standard charge	na	£5.00
Concessions	na	£3.00
Filming within Libraries		
Filming - standard library opening hours / per hour	£150 per hour or part hour	£150 per hour or part hour
Charge Element	Current 2013/14	Proposed 2014/15
Other types of membership		

Chinese Library subscription	New books service Pack 1: £500 for 40 books. New books service Pack 2: £1,000 for 130 books. New books service Pack 3: £2,000 for 280 books	New books service Pack 1: £500 for 40 books. New books service Pack 2: £1,000 for 130 books. New books service Pack 3: £2,000 for 280 books
Friends of Archives membership	Individual: £14 or Joint: £22	Individual: £14 or Joint: £22
Local History Network membership	£25.00	£25.00
Lost Items		
Lost Identifiable items inc DVDs	Full replacement cost - Minimum charge: £7.00 DVDS - Minimum charge : £7.00	Full replacement cost either using item price on LMS or the default price = £10.00
Damaged items	Full replacement cost	Full replacement cost either using item price on LMS or the default price = £10.00
Lost unidentifiable Items	Adult hardback books or recordings: £10.00 Children's items: £4.00 Paperbacks: £4.00 Videos/DVD's: £18.00	Full replacement cost either using item price on LMS or the default price = £10.00
Items belonging to other institutions	Full cost of recovery (including any penalty or administrative charge levied by the institution)	Full cost of recovery (including any penalty or administrative charge levied by the institution)
Room and Equipment Hire		
Charge Element	Current 2013/14	Proposed 2014/15

Church Street Library		
Small meeting room rate per hour		
Residents Associations, voluntary & community organisations:	£10.00	£10.00
Statutory organisations	£15.00	£15.00
Commercial organisations:	£20.00	£20.00
community Space rate per hour		
Residents Associations, voluntary & community organisations with less than 2 or less employees	£10.00	£10.00
Community organisations with more than 2 or less employees	£15.00	£15.00
Statutory organisations	£25.00	£25.00
Commercial organisations:	£30.00	£30.00
Mayfair Library		
Small room	£35 per hour/ £80 - Half a day/ £140- All day	£40 per hour/ £90 - Half a day/ £150- All day
Large room	£55 per hour/ £140 - Half a day/ £230- All day	£60 per hour/ £150 - Half a day/ £250- All day
Charge Element	Current 2013/14	Proposed 2014/15

	All bookings outside the hours of 10.00am – 7.00 pm on weekdays and 10.00am – 2.00pm on Saturdays and Sunday bookings will be subject to a £15/hour security charge (£30 minimum)	All bookings outside the hours of 10.00am – 7.00 pm on weekdays and 10.00am – 2.00pm on Saturdays and Sunday bookings will be subject to a £15/hour security charge (£30 minimum)
Equipment hire		
Video	£30+VAT	£30+VAT
Flip Chart	£10+VAT	£10+VAT
Overhead Projector	£30+VAT	£30+VAT
Projector	£60+VAT	£60+VAT
Refreshments	Charge on request	Charge on request
WCC Research		
1st 15 minutes	Free	Free
Subsequent time thereafter	£35 per hour	£40 per hour
Archives: "Rushed research" + Buildings history	£55 per hour or part thereof	£60 per hour or part thereof
Charge Element	Current 2013/14	Proposed 2014/15

WCC Archives talks & guided tours, standard rates		
Given at Archive Centre	£90+VAT	£90+VAT
Given at Archive Centre with City Save Card	£72+VAT	£72+VAT
Given outside Archive Centre	£130+VAT	£130+VAT
Given outside Archive Centre with City Save Card	£114+VAT	£114+VAT
Guided tours of the Archive Centre	£90+VAT	£90+VAT
Guided tours of the Archive Centre with City Save Card	£72+VAT	£72+VAT
Refreshments per person	£2.20+VAT	£2.20+VAT
Reduced rates for bookings by WCC, school or adult education use or by Westminster Local History Societies		
Given at Archive Centre	£65+VAT	£65+VAT
Given at Archive Centre with City Save Card	£52+VAT	£52+VAT
Given outside Archive Centre	£100+VAT	£100+VAT
Given outside Archive Centre with City Save Card	£80+VAT	£80+VAT
Charge Element	Current 2013/14	Proposed 2014/15

Guided tours of the Archive Centre	£65+VAT	£65+VAT
Guided tours of the Archive Centre with City Save Card	£52+VAT	£52+VAT
Refreshments per person	£2.20+VAT	£2.20+VAT
Art Space at Westminster Reference Library		
Per week	£80.00	£80.00
Per week with City Save Card	£64.00	£64.00
	Plus 15% commissions on all sales	Plus 15% commissions on all sales
Westminster Reference Library Hire of Meeting Room (Capacity max 10 persons)		
Monday – Friday		
All day (10am – 5pm)	£120.00	£120.00
5 or more booking made at the same time - reduced daily rate	£100.00	£100.00
Half day (10am – 1pm / 2pm – 5pm)	£60.00	£60.00
5 or more booking made at the same time - reduced daily rate	£50.00	£50.00
Saturday All day (10am – 4.30pm)	£100.00	£100.00
Charge Element	Current 2013/14	Proposed 2014/15

5 or more booking made at the same time - reduced daily rate	£80.00	£80.00
Half day (10am 12pm or 2pm – 4.30pm)	£50.00	£50.00
5 or more booking made at the same time - reduced daily rate	£35.00	£35.00
Archives Centre		
Standard rates - Morning	£245.00	£245.00
Standard rates - Afternoon	£245.00	£245.00
Standard rates - All day	£355.00	£355.00
Reduced rates for bookings by WCC, school or adult education use or by Westminster Local History Societies		
Reduced rates - Morning	£205.00	£205.00
Reduced rates - Afternoon	£205.00	£205.00
Reduced rates - All day	£310.00	£310.00
20% discount if 5 or more bookings are made at the same time.		
Charge Element	Current 2013/14	Proposed 2014/15

Equipment hire		
TV/Video	£60+VAT	£60+VAT
Laptop	£100+VAT	£100+VAT
DVD Player	£100+VAT	£100+VAT
LCD Projector	£100+VAT	£100+VAT
Reduced rates for bookings by WCC, school or adult education use or by Westminster Local History Societies		
TV/Video	£50+VAT	£50+VAT
Laptop	£80+VAT	£80+VAT
DVD Player	£80+VAT	£80+VAT
LCD Projector	£80+VAT	£80+VAT
Refreshments per person	£2.20 +VAT	£2.20 + VAT

For completion by the **Cabinet Member** for Sports, Leisure and Open Spaces.

Declaration of Interest

I have <no interest to declare / to declare an interest> in respect of this report

Signed: _____ Date: _____

NAME: _____

State nature of interest if any

(N.B: If you have an interest you should seek advice as to whether it is appropriate to make a decision in relation to this matter)

For the reasons set out above, I agree the recommendation(s) in the report entitled **Westminster Libraries and Archives Fees and Charges 2014/15** and reject any alternative options which are referred to but not recommended.

Signed

Cabinet Member for Sports, Leisure and Open Spaces

Date

If you have any additional comment which you would want actioned in connection with your decision you should discuss this with the report author and then set out your comment below before the report and this pro-forma is returned to the Secretariat for processing.

Additional comment:

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If you do not wish to approve the recommendations, or wish to make an alternative decision, it is important that you consult the report author, the Head of Legal and Democratic Services, Chief Operating Officer and, if there are resources implications, the Director of Human Resources (or their representatives) so that (1) you can be made aware of any further relevant considerations that you should take into account before making the decision and (2) your reasons for the decision can be properly identified and recorded, as required by law.

Note to Cabinet Member: Your decision will now be published and copied to the Members of the relevant Policy & Scrutiny Committee. If the decision falls within the criteria for call-in, it will not be implemented until five working days have elapsed from publication to allow the Policy and Scrutiny Committee to decide whether it wishes to call the matter in.

