

**SCALE OF CHARGES**  
**1<sup>st</sup> April 2019 – 31<sup>st</sup> March**  
**2020**

**LIBRARY SERVICE**

**LOAN CHARGES**

|                                     |                      |
|-------------------------------------|----------------------|
| <b>Talking Books</b>                | Free of charge for 3 |
| weeks Leisure Card Holders          | Free of charge for 3 |
| weeks                               |                      |
| <b>DVDs - Children's collection</b> | £1.40 for 1 week     |
| <b>Learning for Life Collection</b> |                      |
| Non-book items:                     | Free of charge for 3 |
| weeks Leisure Card Holders:         | Free of charge       |

**FINES ON OVERDUE ITEMS**

**Books, Talking Books, CDs, and Learning for Life Collection**

|                               |           |
|-------------------------------|-----------|
| Adult tickets                 | No charge |
| Leisure Card Holders          | No charge |
| Children's tickets            | No charge |
| Young Persons tickets (16-18) | No charge |

**LOST & DAMAGED ITEMS**

Lost or damaged items will be charged for at the current replacement cost

**RESERVATIONS**

|  |                                   |
|--|-----------------------------------|
| <i>For items currently in stock</i>  | Free of charge                    |
| Leisure Card Holders   | Free of charge                    |
| <i>For items which have to be bought for stock</i>                                       |                                   |
| Leisure Card Holders   | £2.50 per item<br>£1.50 per item  |
| <i>For items which have to be obtained through Inter Library Loan or British Library</i> |                                   |
| Leisure Card Holders   | £11.00 per item<br>£7.50 per item |

**PERSONAL COMPUTER BOOKINGS**

|                      |              |
|----------------------|--------------|
| <b>Printing:</b>     |              |
| Black & White:       | 15p per page |
| Colour:              | 25p per page |
| Leisure Card Holders |              |
| Black & White:       | 10p per page |
| Colour:              | 15p per page |

**PHOTOCOPIES**

A4 - 15p per sheet  
 A3 – 25p per sheet

**FAX**

To UK: 50p per sheet received  
 £1.00 first sheet  
 25p subsequent sheets

To Europe: £2.00 first sheet  
 50p subsequent sheets

International: £3.00 first sheet  
 £1.00 subsequent sheets

**LOST TICKETS**

Adults: £2.00  
 Children and Leisure Card Holders: £1.00

**ROOM HIRE****Halton Lea:**

| <b>Room</b>        | <b>Standard Rate</b> |
|--------------------|----------------------|
|                    | <b>2019-20</b>       |
| Room 2             | £15.50 per hour      |
| Room 3             | £15.50 per hour      |
| Rooms 2 & 3        | £31.00 per hour      |
| Room 4             | £9.00 per hour       |
| Room 5 – ICT Suite | £15.50 per hour      |
| Room 6             | £13.00 per hour      |
| Meeting Room 7     | £10.00 per hour      |

**Runcorn:**

|                 | <b>2019-20</b>  |
|-----------------|-----------------|
| Meeting Room 8  | £12.75 per hour |
| Meeting Room 9  | £9.00 per hour  |
| Meeting Room 10 | £9.00 per hour  |