

COMMUNITY SERVICES - LIBRARY AND INFORMATION SERVICES										
No	SERVICES RENDERED	UNIT	REMARKS	2009/10	2009/2010	VAT	2010/11	2010/11	2010/11	2010/11
				Recalculated excl. VAT	R incl. VAT	Yes/No	R excl. VAT	Recalculated excl. VAT	Variance due to rounding	R incl. VAT
1	LIBRARY CARDS									
	Persons living outside the metropolitan area i.e. paying members both adult and juvenile	One card	Card valid for one year	74.56	85.00	y	78.95	78.95	0.00	90.00
	Persons temporarily living in the metropolitan area, i.e. holiday visitors both adult and juvenile	Per book borrowed at a time	Visitors may opt for a card permitting one item @ R60, or one permitting two @ R120, or one permitting three @ R180. The maximum permitted will be three items.	48.25	55.00	y	52.63	52.63	0.00	60.00
2	REPLACEMENT OF LOST CARDS									
	Computer membership card	per card		14.04	16.00	y	14.04	14.04	0.00	16.00
	Manual membership card	per card		2.19	2.50	y	2.19	2.19	0.00	2.50
3	OVERDUE ITEMS									
	Fine for overdue items (except video cassettes, DVD's and special loans)									
	Overdue for the:									
	1st week (or part thereof)	per item		1.00		n	1.00	1.00		
	2nd week (or part thereof)	per item		2.00		n	2.00	2.00		
	3rd week (or part thereof)	per item		3.00		n	3.00	3.00		
	4th week (or part thereof)	per item		4.00		n	4.00	4.00		
	5th week (or part thereof)	per item		5.00		n	5.00	5.00		
	6th week (or part thereof)	per item		10.00		n	6.00	6.00		
	7th week (or part thereof)	per item		11.00		n	7.00	7.00		
	8th week (or part thereof)	per item		12.00		n	8.00	8.00		
	9th week (or part thereof)	per item		13.00		n	9.00	9.00		
	10th week (or part thereof)	per item		14.00		n	10.00	10.00		
	11th week (or part thereof)	per item		15.00		n	11.00	11.00		
	12th week (or part thereof)	per item	New extended tariff from 1 July 2010			n	12.00	12.00		
	13th week (or part thereof)	per item	New extended tariff from 1 July 2010			n	13.00	13.00		
	14th week (or part thereof)	per item	New extended tariff from 1 July 2010			n	14.00	14.00		
	15th week (or part thereof)	per item	New extended tariff from 1 July 2010			n	15.00	15.00		
	16th week (or part thereof)	per item	New extended tariff from 1 July 2010			n	16.00	16.00		
	17th week (or part thereof)	per item	New extended tariff from 1 July 2010			n	17.00	17.00		
	18th week (or part thereof)	per item	New extended tariff from 1 July 2010			n	18.00	18.00		
	19th week (or part thereof)	per item	New extended tariff from 1 July 2010			n	19.00	19.00		
	20th week (or part thereof)	per item	Maximum fee			n	20.00	20.00		
	Fine for each overdue video cassette, DVD or special loan	Per item per day	Maximum Fine - R35.00	4.00		n	5.00	5.00		
	Fines for overdue items returned during the Annual Public Library Week		No fines will be charged for outstanding/overdue items returned during this week (fines will be waived)	no charge	no charge	n	no charge	no charge	no charge	no charge
	Fines waived		Librarians-in-Charge may waive fines on written application in certain circumstances beyond the control of the patron, e.g. illness of patron, etc.	no charge	no charge	n	no charge	no charge	no charge	no charge

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4	RESERVATION ITEMS	Per reservation		3.51	4.00	y	3.51	3.51	0.00	4.00
	Reservation of indigenous languages other than Xhosa			no charge	no charge	n	no charge	no charge	no charge	no charge
5	LOST OR UNUSABLY DAMAGED MATERIAL									
	All library material	Per item	All items charged at cost price as indicated by the computer, rounded down to the nearest five cents	cost price (rounded down to nearest 5 cents)	cost price (rounded down to nearest 5 cents)	y	cost price (rounded down to nearest 5 cents)	cost price (rounded down to nearest 5 cents)	cost price (rounded down to nearest 5 cents)	cost price (rounded down to nearest 5 cents)
	Minor damage excluding damage to CD / DVD cases	Per item		14.04	16.00	y	14.91	14.91	0.00	17.00
	Damage to CD/DVD cases	Per item		5.26	6.00	y	6.14	6.14	0.00	7.00
	Items lost and/or damaged due to theft, fire or natural disaster		The Manager: District LIS may waive the cost of lost and damaged material on written application and proof of incident where such items were lost/damaged.							
6	PHOTOCOPIES									
	A4	Per copy	In those libraries which own their photocopiers or are supplied by the outsourced service provider	0.44	0.50	y	0.53	0.53	0.00	0.60
	A3	Per copy	In those libraries which own their photocopiers or are supplied by the outsourced service provider. The charge for A3 needs to be 2X that of A4 because the coin boxes can only be calibrated for equal units.	0.88	1.00	y	1.05	1.05	0.00	1.20
7	PRINTOUTS FROM PCs									
	Two tone printing or Laser printing	Per page	In those libraries able to offer printouts done by staff; includes SmartCape printing.	0.44	0.50	y	0.53	0.53	0.00	0.60
	Two tone printing or Laser printing	Per page	In those libraries able to offer printouts done by staff; includes all printing as per Promotion of Access to Information Act.	0.35	0.40	y	0.35	0.35	0.00	0.40
	Colour printer	Per page	In those libraries able to offer printouts done by staff	7.02	8.00	y	7.89	7.89	0.00	9.00
8	Faxes									
	Outgoing - local, first page	Per page	In those libraries able to offer this service	4.39	5.00	y	5.26	5.26	0.00	6.00
	Outgoing - local, second and subsequent pages	Per page	In those libraries able to offer this service	2.63	3.00	y	3.51	3.51	0.00	4.00
	Outgoing - national	Per page	In those libraries able to offer this service	6.14	7.00	y	7.02	7.02	0.00	8.00
	Outgoing - national, second and subsequent pages	Per page	In those libraries able to offer this service	3.51	4.00	y	4.39	4.39	0.00	5.00

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	Incoming	Per page	In those libraries able to offer this service	2.63	3.00	y	3.51	3.51	0.00	4.00
9	HIRING OF HALLS									
	SPECIAL CONCESSIONS:									
	Free Use :									
	Councillors allowed 2 free meetings per month (C34/02/03).		Proof of the purpose of the meeting (notice, letter, media release) to be supplied one week prior to the letting.							
9.1	Milnerton Lecture Theatre									
	Business / commercial organisations									
	Lecture Theatre / Auditorium	Per session	Per Session is defined as a morning, or a afternoon, or a evening session.	526.32	600.00	y	570.18	570.18	0.00	650.00
	Audio-visual / sound equipment	Per session		192.98	220.00	y	219.30	219.30	0.00	250.00
	Kitchen	Per session		30.70	35.00	y	43.86	43.86	0.00	50.00
	Cultural / community organisations									
	Lecture Theatre / Auditorium	Per session		105.26	120.00	y	114.04	114.04	0.00	130.00
	Audio-visual / sound equipment	Per session		78.95	90.00	y	87.72	87.72	0.00	100.00
	Kitchen	Per session		30.70	35.00	y	43.86	43.86	0.00	50.00
9.2	Central Library Seminar Rooms									
	Business / commercial organisations									
	Seminar Room I	Per session		175.44	200.00	y	219.30	219.30	0.00	250.00
	Audio-visual / sound equipment	Per session		192.98	220.00	y	219.30	219.30	0.00	250.00
	Kitchen	Per session		30.70	35.00	y	43.86	43.86	0.00	50.00
	Seminar Room II	Per session	No kitchen facility included	48.25	55.00	y	87.72	87.72	0.00	100.00
	Audio-visual / sound equipment	Per session	New tariff from 1 July 2010	N/A	N/A	y	87.72	87.72	0.00	100.00
	Discussion Rooms	Per session	No kitchen facility included	N/A	N/A					
	Audio-visual / sound equipment	Per session	New tariff from 1 July 2010	N/A	N/A	y	87.72	87.72	0.00	100.00
	Cultural / community organisations									
	Seminar Room I	Per session	New tariff from 1 July 2010	N/A	N/A	y	87.72	87.72	0.00	100.00
	Audio-visual / sound equipment	Per session	New tariff from 1 July 2010	N/A	N/A	y	87.72	87.72	0.00	100.00
	Kitchen	Per session	New tariff from 1 July 2010	N/A	N/A	y	43.86	43.86	0.00	50.00

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9.3	All other Library Halls		Library halls / activity rooms are not designed as lettable facilities as are community halls and so are not used for social (e.g. celebrations of birthdays), political (e.g. rallies) or religious (e.g. church services) events. Their primary purpose is to provide a venue for cultural or community events. There is no charge for official use. Kitchen facilities are excluded and the normal tariff is applicable when used by cultural/community organisations. Cultural/community organisations do not pay for the use of these facilities.	no charge	no charge	n	no charge	no charge	no charge	no charge
	Business / commercial organisations	Per session		87.72	100.00	y	96.49	96.49	0.00	110.00
	Committee Room, Bellville, Pinelands and Somerset West only	Per session		48.25	55.00	y	52.63	52.63	0.00	60.00
	Kitchen (where available)	Per session		30.70	35.00	y	43.86	43.86	0.00	50.00
	Audio-visual / sound equipment (where available)	Per session		78.95	90.00	y	87.72	87.72	0.00	100.00