

SOCIAL SERVICES - LIBRARY AND INFORMATION SERVICES										
CAT.	No	SERVICES RENDERED	UNIT	REMARKS						
					2016/17 Recalculated excl. VAT	2016/17 R incl. VAT	VAT Yes/No	2017/18 Recalculated excl. VAT	2017/18 R incl. VAT	% Increase / decrease
	1	LIBRARY CARDS								
	1.1	NON-RESIDENTS								
		Persons living outside the metropolitan area (around borders of Council) i.e. paying members both adult and juvenile	One card	Card valid for one year.	revised practice, see below	revised practice, see below	y	revised practice, see below	revised practice, see below	
		<i>Note: Scholars/students studying in metropolitan area with proof of studentship</i>		<i>Cards issued at no charge</i>						
	1.2	VISITORS AND NON-RESIDENTS								
SB		Persons temporarily living in the metropolitan area, i.e. holiday visitors both adult and juvenile	Per Card	Visitors may opt for a card permitting a maximum of seven items, limited to books/ periodicals only. Valid for maximum period of 6 months	491.23	560.00	y	526.32	600.00	7.1%
SB		Persons temporarily living in the metropolitan area, i.e. holiday visitors both adult and juvenile	Per Card	Visitors may opt for a card permitting a maximum of ten items, including seven books/ periodicals and three audio visual items. Valid for maximum period of 6 months	982.46	1,120.00	y	1,052.63	1,200.00	7.1%
SB		Persons living outside the metropolitan area (around borders of the City) i.e. paying members both adult and juvenile	One card	Non-residents may opt for a card permitting a maximum of seven items, limited to books/ periodicals only. Card valid for one year.	491.23	560.00	y	526.32	600.00	7.1%
SB		Persons living outside the metropolitan area (around borders of the City) i.e. paying members both adult and juvenile	One card	Non-residents may opt for a card permitting a maximum of ten items, including seven books/ periodicals and three audio visual items. Card valid for one year.	982.46	1,120.00	y	1,052.63	1,200.00	7.1%
SB		<i>Note: Scholars/students studying in metropolitan area with proof of studentship</i>		<i>Cards issued at no charge</i>						
	2	REPLACEMENT OF LOST CARDS								
SB		Computer membership card	per card		17.54	20.00	y	17.54	20.00	0.0%

SOCIAL SERVICES - LIBRARY AND INFORMATION SERVICES										
CAT.	No	SERVICES RENDERED	UNIT	REMARKS						
					2016/17 Recalculated excl. VAT	2016/17 R incl. VAT	VAT Yes/No	2017/18 Recalculated excl. VAT	2017/18 R incl. VAT	% Increase / decrease
SB		Manual membership card	per card		3.51	4.00	y	3.51	4.00	0.0%
SB		Membership cards replaced during the Annual Public Library Week and the Annual National Book Week		Replacement of cards during this week - gratis	No charge		n	No charge		0.0%
	3	OVERDUE ITEMS								
		Fine for overdue items (except video cassettes, DVD's and special loans)								
		Overdue for the:								
SB		1st week (or part thereof)	per item		1.00		n	1.00		0.0%
SB		2nd week (or part thereof)	per item		2.00		n	2.00		0.0%
SB		3rd week (or part thereof)	per item		3.00		n	3.00		0.0%
SB		4th week (or part thereof)	per item		4.00		n	4.00		0.0%
SB		5th week (or part thereof)	per item		5.00		n	5.00		0.0%
SB		6th week (or part thereof)	per item		12.00		n	12.00		0.0%
SB		7th week (or part thereof)	per item		19.00		n	19.00		0.0%

SOCIAL SERVICES - LIBRARY AND INFORMATION SERVICES										
CAT.	No	SERVICES RENDERED	UNIT	REMARKS						
					2016/17 Recalculated excl. VAT	2016/17 R incl. VAT	VAT Yes/No	2017/18 Recalculated excl. VAT	2017/18 R incl. VAT	% Increase / decrease
SB		8th week (or part thereof)	per item	Maximum fee	26.00		n	26.00		0.0%
SB		Fine for each overdue video cassette, DVD or special loan	Per item per day	Maximum Fine - R56.00	7.00		n	7.00		0.0%
SB		Fines for overdue items returned during the Annual Public Library Week and the Annual National Book Week		No fines will be charged for outstanding/overdue items returned during this week (fines will be waived)	No charge		n	No charge		0.0%
SB		Fines waived		Librarians-in-Charge / Librarian may waive fines on written application in certain circumstances beyond the control of the patron, e.g. illness of patron, etc.	No charge		n	No charge		0.0%
SB	4	RESERVATION ITEMS	Per reservation	non-refundable. Free to senior citizens 60 years and older, but limited to a maximum of 5 reservations at any given time.	7.02	8.00	y	7.89	9.00	12.5%
SB		Reservation of indigenous languages other than Xhosa			No charge		n	No charge		0.0%
	5	LOST OR DAMAGED MATERIAL								
SB		All library material	Per item	All items charged at cost price as indicated by Brocade, rounded down to the nearest ten cents	cost price (rounded down to nearest 10 cents)	cost price (rounded down to nearest 10 cents)	y	cost price (rounded down to nearest 10 cents)	cost price (rounded down to nearest 10 cents)	N/A
SB		Minor damage excluding damage to CD / DVD cases	Per item		26.32	30.00	y	28.07	32.00	6.7%

SOCIAL SERVICES - LIBRARY AND INFORMATION SERVICES

CAT.	No	SERVICES RENDERED	UNIT	REMARKS	2016/17 Recalculated excl. VAT	2016/17 R incl. VAT	VAT Yes/No	2017/18 Recalculated excl. VAT	2017/18 R incl. VAT	% Increase / decrease
SB		Damage to plastic covers and CD/DVD cases	Per item		10.53	12.00	y	10.53	12.00	0.0%
		Items lost and/or damaged due to theft, fire or natural disaster		The Area Manager/Head: 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								
SB		A4	Per copy	In those libraries where photocopiers are owned by the outsourced service provider and utilised by the public.	0.53	0.60	y	0.61	0.70	16.7%
SB		A3	Per copy	In those libraries where photocopiers are owned by the outsourced service provider and utilised by the public. The charge for A3 needs to be 2X that of A4 because the coin boxes can only be calibrated for equal units.	1.05	1.20	y	1.23	1.40	16.7%
	7	PRINTOUTS FROM PCs								
SB		Two tone printing or Laser printing	Per page	In those libraries able to offer printouts done by staff; includes SmartCape printing.	0.61	0.70	y	0.70	0.80	14.3%

SOCIAL SERVICES - LIBRARY AND INFORMATION SERVICES

CAT.	No	SERVICES RENDERED	UNIT	REMARKS	2016/17 Recalculated excl. VAT	2016/17 R incl. VAT	VAT Yes/No	2017/18 Recalculated excl. VAT	2017/18 R incl. VAT	% Increase / decrease
SB		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	0.40	0.0%
		Colour printer	Per page	In those libraries able to offer printouts done by staff	Discontinued. Service only being offered where Friends Of The Library currently provides colour printers.	Discontinued. Service only being offered where Friends Of The Library currently provides colour printers.	y	Discontinued. Service only being offered where Friends Of The Library currently provides colour printers.	Discontinued. Service only being offered where Friends Of The Library currently provides colour printers.	N/A
	8	FAXES								
SB		Outgoing - local, first page	Per page	In those libraries able to offer this service	5.26	6.00	y	5.26	6.00	0.0%
SB		Outgoing - local, second and subsequent pages	Per page	In those libraries able to offer this service	5.26	6.00	y	5.26	6.00	0.0%
SB		Outgoing - national	Per page	In those libraries able to offer this service	7.89	9.00	y	7.89	9.00	0.0%

SOCIAL SERVICES - LIBRARY AND INFORMATION SERVICES										
CAT.	No	SERVICES RENDERED	UNIT	REMARKS						
					2016/17 Recalculated excl. VAT	2016/17 R incl. VAT	VAT Yes/No	2017/18 Recalculated excl. VAT	2017/18 R incl. VAT	% Increase / decrease
SB		Outgoing - national, second and subsequent pages	Per page	In those libraries able to offer this service	6.14	7.00	y	6.14	7.00	0.0%
SB		Incoming	Per page	In those libraries able to offer this service	5.26	6.00	y	5.26	6.00	0.0%
	9	HIRING OF HALLS								
		Period of rental	Per session	Per Session is defined as a morning, or a afternoon, or a evening session - (full tariff applicable to partially utilised session)						
	9.1	Milnerton Lecture Theatre		Seats 126 people						
		Business / commercial organisations								
SB		Lecture Theatre / Auditorium	Per session		833.33	950.00	y	877.19	1,000.00	5.3%
SB		Audio-visual / sound equipment	Per session		315.79	360.00	y	342.11	390.00	8.3%
SB		Kitchen	Per session		78.95	90.00	y	87.72	100.00	11.1%
		Cultural / community organisations								

SOCIAL SERVICES - LIBRARY AND INFORMATION SERVICES

CAT.	No	SERVICES RENDERED	UNIT	REMARKS	2016/17 Recalculated excl. VAT	2016/17 R incl. VAT	VAT Yes/No	2017/18 Recalculated excl. VAT	2017/18 R incl. VAT	% Increase / decrease
SB		Lecture Theatre / Auditorium	Per session		166.67	190.00	y	175.44	200.00	5.3%
SB		Audio-visual / sound equipment	Per session		140.35	160.00	y	149.12	170.00	6.3%
SB		Kitchen								
			Per session		78.95	90.00	y	87.72	100.00	11.1%
	9.2	Central Library Seminar Rooms								
		Business / commercial organisations								
SB		Seminar Room I								
			Per session		342.11	390.00	y	368.42	420.00	7.7%
SB		Audio-visual / sound equipment	Per session							
					315.79	360.00	y	342.11	390.00	8.3%
SB		Kitchen								
			Per session		78.95	90.00	y	87.72	100.00	11.1%
SB		Seminar Room II	Per session	No kitchen facility included	140.35	160.00	y	149.12	170.00	6.3%
SB		Audio-visual / sound equipment	Per session		140.35	160.00	y	149.12	170.00	6.3%
SB		Discussion Rooms								
			Per session	No kitchen facility included	No charge		n	No charge		0.0%
SB		Audio-visual / sound equipment	Per session		140.35	160.00	y	149.12	170.00	6.3%
		Cultural/ community organisations								
SB		Seminar Room I	Per session		140.35	160.00	y	149.12	170.00	6.3%
SB		Audio-visual / sound equipment	Per session		140.35	160.00	y	149.12	170.00	6.3%

SOCIAL SERVICES - LIBRARY AND INFORMATION SERVICES										
CAT.	No	SERVICES RENDERED	UNIT	REMARKS	2016/17 Recalculated excl. VAT	2016/17 R incl. VAT	VAT Yes/No	2017/18 Recalculated excl. VAT	2017/18 R incl. VAT	% Increase / decrease
SB		Kitchen	Per session		78.95	90.00	y	87.72	100.00	11.1%
SB		Seminar Room II & Discussion Rooms	Per session		No charge	No charge	y	No charge	No charge	0.0%
SB		Audio-visual / sound equipment	Per session		140.35	160.00	y	149.12	170.00	6.3%
SB	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. 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		n	No charge		0.0%
SB		Business / commercial organisations	Per session		149.12	170.00	y	157.89	180.00	5.9%
SB		Committee Room, Bellville and Pinelands only	Per session		87.72	100.00	y	96.49	110.00	10.0%
SB		Kitchen (where available)	Per session		78.95	90.00	y	87.72	100.00	11.1%

SOCIAL SERVICES - LIBRARY AND INFORMATION SERVICES										
CAT.	No	SERVICES RENDERED	UNIT	REMARKS						
					2016/17 Recalculated excl. VAT	2016/17 R incl. VAT	VAT Yes/No	2017/18 Recalculated excl. VAT	2017/18 R incl. VAT	% Increase / decrease
SB		Audio-visual / sound equipment (where available)	Per session		140.35	160.00	y	149.12	170.00	6.3%