

COMMUNITY SERVICES & HEALTH - LIBRARY AND INFORMATION SERVICES										
CAT.	No	SERVICES RENDERED	UNIT	REMARKS						
					2022/23	2022/23	VAT	2023/24	2023/24	% Increase / decrease
					Recalculated	R	Yes/No	Recalculated	R	
					excl. VAT	incl. VAT		excl. VAT	incl. VAT	
	1	LIBRARY CARDS								
	1.1	RESIDENTS								
		Persons permanently living inside the metropolitan area	One card	The initial membership card to residents is free of charge	No charge	No charge	n	No charge	No charge	N/A
	1.2	VISITORS AND NON-RESIDENTS								
SB		Persons living outside the metropolitan area (around borders of the City) and persons temporarily living in the metropolitan area, i.e. holiday visitors both adult and juvenile	Per Card	Option 1: Visitors/non residents may opt for a card permitting a maximum of three items, limited to books/ periodicals only. Valid for maximum period of 12 calendar months, per person.	260.87	300.00	y	260.87	300.00	0.00%
SB		Persons living outside the metropolitan area (around borders of the City) and persons temporarily living in the metropolitan area, i.e. holiday visitors both adult and juvenile	Per Card	Option 2: Visitors/non residents 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 12 calendar months.	1 304.35	1 500.00	y	1 304.35	1 500.00	0.00%
SB		Note: Learners attending school in the metropolitan area and full time students registered with a tertiary institution are exempt subject to proof of studentship		Cards issued at no charge	-	-		-	-	
	2	REPLACEMENT OF LOST LIBRARY MEMBERSHIP CARD								
SB		Replacement of lost library membership card	per card		17.39	20.00	y	17.39	20.00	0.00%
SB		Manual membership card	per card		-	-	y	-	-	

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		Repairs to existing library membership card.	per card	To assist library members to be able to retain their existing membership card by only paying for repairs to the existing membership card. Note: Repairs exclude new library membership cards, replacement of barcodes and/or replacement of pouches.	8.70	10.00	y	8.70	10.00	0.00%
		Replacement of stolen library membership card	per card	The replacement of stolen library membership cards are free providing that a South African Police Services affidavit is provided with a clear indication that the library membership card was stolen.	No charge	No charge	n	No charge	No charge	N/A
SB		Library membership cards replaced during the South African Library Week and the Annual National Book Week.		Replacement of cards during this week - No Charge	No charge	No charge	n	No charge	No charge	N/A
	3	OVERDUE ITEMS								
		Fine for overdue items (except DVD's and special loans)								
		Overdue for the:								
SB		1st week (or part thereof)	per item	Note: First week (7 days) or part thereof grace period for children (up to 17 years) and senior citizens (60+ years of age).	1.00		n	1.00		0.00%
SB		2nd week (or part thereof)	per item		2.00		n	2.00		0.00%
SB		3rd week (or part thereof)	per item		4.50		n	4.50		0.00%
SB		4th week (or part thereof)	per item		5.50		n	5.50		0.00%
SB		5th week (or part thereof)	per item		6.50		n	6.50		0.00%

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SB		6th week (or part thereof)	per item		15.00		n	15.00		0.00%
SB		7th week (or part thereof)	per item		23.00		n	23.00		0.00%
SB		`	per item	Maximum fee	32.00		n	32.00		0.00%
SB		Fine for each overdue DVD or special loan	Per item per day	Maximum Fine - R56.00. <i>Note: one day grace permitted.</i>	9.00		n	9.00		0.00%
SB		Fines for overdue items returned during the (1) South African Library Week, (2) National Book Week events and (3) School holidays (Juvenile and Teen membership) for the first week following the start of school holidays in July and December will be waived. (Note: The full week refers to the first Monday to Saturday at the start of the school holiday)		No fines will be charged for overdue items returned during these weeks (fines incurred on previously returned items and not paid, will remain on the system)	No charge	No charge	n	No charge	No charge	N/A
		Fines for overdue items returned for the week following International Children's Day on 1 June will be waived. Applicable to children's card holders 0 - 12 years only		No fines will be charged for overdue items returned during this week (Fines incurred on previously returned items and not paid, will remain on the system)	No charge	No charge	n	No charge	No charge	N/A
		Collection of overdue items by Safety and security staff	per visit	Overdue items will be collected from patrons at a cost of R400 per collection visit.	347.83	400.00	y	347.83	400.00	0.00%

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SB		Fines waived		Librarians-in-Charge / Librarians 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	N/A
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.	8.70	10.00	y	8.70	10.00	0.00%
SB		Reservation of indigenous languages			No charge	No charge	n	No charge	No charge	N/A
	5	LOST OR DAMAGED MATERIAL								
SB		All library material	Per item	All items charged at cost price as indicated by the Library Management System	No charge	No charge	n	No charge	No charge	N/A
SB		Minor damage excluding damage to CD / DVD cases	Per item	Note: At the discretion of the Librarian-in-charge.	32.17	37.00	y	34.78	40.00	8.11%
SB		Damage to plastic covers and CD/DVD cases	Per item		10.43	12.00	y	10.43	12.00	0.00%
		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 July 2023 to December 2023	Per copy	In libraries where photocopiers are owned by the outsourced service provider and utilised by the public.	0.70	0.80	y	0.78	0.90	12.50%

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		A4 January 2024 to June 2024			0.78	0.90	y	0.87	1.00	11.11%
SB		A3 July 2023 to December 2023	Per copy	In 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.	1.39	1.60	y	1.57	1.80	12.50%
		A3 January 2024 to June 2024			1.39	1.80	y	1.91	2.20	22.22%
	7	PRINTOUTS FROM PCs								
SB		A4 Two tone printing or Laser printing July 2023 to December 2023	Per page	In those libraries able to offer printouts done by staff; includes SmartCape printing.	0.70	0.80	y	0.78	0.90	12.50%
		A4 Two tone printing or Laser printing January 2024 to June 2024	Per page	In those libraries able to offer printouts done by staff; includes SmartCape printing.	0.78	0.90	y	0.87	1.00	11.11%
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	0.00%
		Colour printer	Per page	In those libraries able to offer printouts done by staff	-	-	y	-	-	
		A3 Two tone printing or Laser printing July 2023 to December 2023	Per page	In those libraries able to offer printouts done by staff; includes SmartCape printing.	1.39	1.60	y	1.57	1.80	12.50%
		A3 Two tone printing or Laser printing January 2024 to June 2024	Per page	In those libraries able to offer printouts done by staff; includes SmartCape printing.	1.57	1.80	y	1.91	2.20	22.22%

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	8	SCANNED COPIES								
		A4	Per copy	In libraries where photocopiers are owned by the outsourced service provider and utilised by the public.	0.17	0.20	y	0.17	0.20	0.00%
		A3 July 2023 to December 2023	Per copy	In 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.	0.35	0.40	y	0.35	0.40	0.00%
		A3 January 2024 to June 2024					y	0.43	0.50	
	9	FAXES								
		Outgoing - local, first page	Per page	In those libraries able to offer this service	5.22	6.00	y	Delete	Delete	
SB		Outgoing - local, second and subsequent pages	Per page	In those libraries able to offer this service	5.22	6.00	y	Delete	Delete	
SB		Outgoing - national	Per page	In those libraries able to offer this service	7.83	9.00	y	Delete	Delete	
SB		Outgoing - national, second and subsequent pages	Per page	In those libraries able to offer this service	6.09	7.00	y	Delete	Delete	
SB		Incoming	Per page	In those libraries able to offer this service	5.22	6.00	y	Delete	Delete	

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SB										
	10	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). Maximum of 4 hours per session. After hour session - a maximum of 4 hours per session in those libraries able to offer the service						
	10.1	Milnerton Lecture Theatre		Seats 126 people						
		Business / commercial organisations								
SB		Lecture Theatre / Auditorium	Per session		1 000.00	1 150.00	y	1 052.17	1 210.00	5.22%
SB		Audio-visual / sound equipment	Per session		391.30	450.00	y	408.70	470.00	4.44%
SB		Kitchen	Per session		108.70	125.00	y	113.04	130.00	4.00%
		Cultural / community organisations								
SB		Lecture Theatre / Auditorium	Per session		200.00	230.00	y	208.70	240.00	4.35%
SB		Audio-visual / sound equipment	Per session		173.91	200.00	y	182.61	210.00	5.00%
SB		Kitchen	Per session		108.70	125.00	y	113.04	130.00	4.00%
	10.2	Central Library Seminar Rooms								
		Business / commercial organisations								

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SB		Seminar Room I	Per session		426.09	490.00	y	443.48	510.00	4.08%
SB		Audio-visual / sound equipment	Per session		373.91	430.00	y	391.30	450.00	4.65%
SB		Kitchen	Per session		108.70	125.00	y	113.04	130.00	4.00%
SB		Seminar Room II	Per session	No kitchen facility included	173.91	200.00	y	182.61	210.00	5.00%
SB		Audio-visual / sound equipment	Per session		173.91	200.00	y	182.61	210.00	5.00%
SB		Discussion Rooms	Per session	No kitchen facility included	No charge	No charge	n	No charge	No charge	N/A
SB		Audio-visual / sound equipment	Per session		173.91	200.00	y	182.61	210.00	5.00%
		Cultural/ community organisations								
SB		Seminar Room I	Per session		173.91	200.00	y	182.61	210.00	5.00%
SB		Audio-visual / sound equipment	Per session		173.91	200.00	y	182.61	210.00	5.00%
SB		Kitchen	Per session		108.70	125.00	y	113.04	130.00	4.00%
SB		Seminar Room II & Discussion Rooms	Per session		No charge	No charge	y	No charge	No charge	N/A

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SB		Audio-visual / sound equipment	Per session		173.91	200.00	y	182.61	210.00	5.00%
SB	10.3	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	No charge	n	No charge	No charge	N/A
SB		Business / commercial organisations	Per session		182.61	210.00	y	191.30	220.00	4.76%
SB		Committee Room, Bellville and Pinelands only	Per session		108.70	125.00	y	113.04	130.00	4.00%
SB		Kitchen (where available)	Per session		100.00	115.00	y	104.35	120.00	4.35%
SB		Audio-visual / sound equipment (where available)	Per session		165.22	190.00	y	173.91	200.00	5.26%
	11	Inter Library Loans via the Western Cape Library Service	Per item requested	Library and Information Services can assist in sourcing additional material from Sabinet via Western Cape Library Services for patrons at a tariff of R80.00 per request, payable to Western Cape Library Services.	69.57	80.00	y	69.57	80.00	0.00%