

COMMUNITY SERVICES - LIBRARY AND INFORMATION SERVICES

No	SERVICES RENDERED	UNIT	REMARKS	2015/16 Recalculated excl. VAT	2015/16 R incl. VAT	VAT Yes/No	2016/17 Recalculated excl. VAT	2016/17 R incl. VAT
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.	149.12	170.00	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							
	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	464.91	530.00	y	491.23	560.00
	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	929.82	1,060.00	y	982.46	1,120.00
	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.	N/A	N/A	y	491.23	560.00
	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.	N/A	N/A	y	982.46	1,120.00
	<i>Note: Scholars/students studying in metropolitan area with proof of studentship</i>		<i>Cards issued at no charge</i>					

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2	REPLACEMENT OF LOST CARDS							
	Computer membership card	per card		17.54	20.00	y	17.54	20.00
	Manual membership card	per card		3.51	4.00	y	3.51	4.00
	Membership cards replaced during the Annual Public Library Week and the Annual National Book Week		Replacement of cards during this week - gratis	No charge	No charge	n	No charge	
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	
	2nd week (or part thereof)	per item		2.00		n	2.00	
	3rd week (or part thereof)	per item		3.00		n	3.00	
	4th week (or part thereof)	per item		4.00		n	4.00	
	5th week (or part thereof)	per item		5.00		n	5.00	
	6th week (or part thereof)	per item		12.00		n	12.00	
	7th week (or part thereof)	per item		19.00		n	19.00	
	8th week (or part thereof)	per item	Maximum fee	26.00		n	26.00	
	Fine for each overdue video cassette, DVD or special loan	Per item per day	Maximum Fine - R56.00	7.00		n	7.00	
	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	No charge	n	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	

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4	RESERVATION ITEMS	Per reservation	non-refundable. Free to senior citizens 60 years and older.	6.14	7.00	y	7.02	8.00
	Reservation of indigenous languages other than Xhosa			No charge	No charge	n	No charge	
5	LOST OR DAMAGED MATERIAL							
	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)
	Minor damage excluding damage to CD / DVD cases	Per item		23.68	27.00	y	26.32	30.00
	Damage to plastic covers and CD/DVD cases	Per item		10.53	12.00	y	10.53	12.00
	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	0.53	0.60	y	0.53	0.60

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	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.	1.05	1.20	y	1.05	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.	0.61	0.70	y	0.61	0.70
	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
	Colour printer	Per page	In those libraries able to offer printouts done by staff	12.28	14.00	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.
8	FAXES							
	Outgoing - local, first page	Per page	In those libraries able to offer this service	5.26	6.00	y	5.26	6.00
	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
	Outgoing - national	Per page	In those libraries able to offer this service	7.89	9.00	y	7.89	9.00
	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
	Incoming	Per page	In those libraries able to offer this service	5.26	6.00	y	5.26	6.00

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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							
	Lecture Theatre / Auditorium	Per session		789.47	900.00	y	833.33	950.00
	Audio-visual / sound equipment	Per session		298.25	340.00	y	315.79	360.00
	Kitchen	Per session		70.18	80.00	y	78.95	90.00
	Cultural / community organisations							
	Lecture Theatre / Auditorium	Per session		157.89	180.00	y	166.67	190.00
	Audio-visual / sound equipment	Per session		131.58	150.00	y	140.35	160.00
	Kitchen	Per session		70.18	80.00	y	78.95	90.00
9.2	Central Library Seminar Rooms							
	Business / commercial organisations							
	Seminar Room I	Per session		324.56	370.00	y	342.11	390.00
	Audio-visual / sound equipment	Per session		298.25	340.00	y	315.79	360.00
	Kitchen	Per session		70.18	80.00	y	78.95	90.00
	Seminar Room II	Per session	No kitchen facility included	131.58	150.00	y	140.35	160.00
	Audio-visual / sound equipment	Per session		131.58	150.00	y	140.35	160.00
	Discussion Rooms	Per session	No kitchen facility included	No charge	No charge	n	No charge	
	Audio-visual / sound equipment	Per session		131.58	150.00	y	140.35	160.00

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	Cultural / community organisations							
	Seminar Room I	Per session		131.58	150.00	y	140.35	160.00
	Audio-visual / sound equipment	Per session		131.58	150.00	y	140.35	160.00
	Kitchen	Per session		70.18	80.00	y	78.95	90.00
	Seminar Room II & Discussion Rooms	Per session		No charge	No charge	y	No charge	No charge
	Audio-visual / sound equipment	Per session		131.58	150.00	y	140.35	160.00
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	No charge	n	No charge	
	Business / commercial organisations	Per session		140.35	160.00	y	149.12	170.00
	Committee Room, Bellville, Pinelands and Somerset West only	Per session		83.33	95.00	y	87.72	100.00
	Kitchen (where available)	Per session		70.18	80.00	y	78.95	90.00
	Audio-visual / sound equipment (where available)	Per session		131.58	150.00	y	140.35	160.00