

LIBRARIES: SCHEDULE OF APPROVED TARIFFS AND CHARGES: 2018/19 FINANCIAL YEAR

	<b>APPROVED</b>
	<b>2018/2019</b>
	<b>R</b>
<b>CHARGES FOR OVERDUE LIBRARY MATERIAL</b>	
Fines per item	1.50 per day, up to a max. of R100.00 /item
Administration fee for processing overdue notices per account	45.00
<b>RESERVATIONS OF LIBRARY MATERIAL per item</b>	
	20.00
<b>LOST CARDS</b>	
Computer	50.00
<b>PHOTOCOPY and PRINTING CHARGES</b>	
Black and white and Microfilm Printers	0.70/page
Colour A4	12.00/page
Black A4	0.80
Colour A3	17.00/page
Black A3	0.80
<b>FAXES</b>	
Sending of faxes - metro areas	5.50/page
Sending of faxes - national	7.50/page
Receive faxes	5.50/page
086 numbers	10.00/page
<b>INTERNET AND E-MAIL ACCESS</b>	
Per 15 minutes session	No charge
Per 30 minutes session	No charge
Printing per page	0.80
<b>MISCELLANEOUS</b>	
Sale of postcards	12.00
Posters - sizes A0; A1	165.00
Posters - sizes A2; A3	75.00
<b>LIBRARY HALLS</b>	
Mondays to Fridays (Operating hours)	58.85
Mondays to Thursdays (after hours) /per hirer	197.95
Full day	224.70
Saturdays	R350.00 per hirer
<b>Hall without toilets will not be hired after hours and on weekends.</b>	
<b>Only one hirer per weekend</b>	
<b>Hirer is responsible for payment for security services or payment of staff overtime, as applicable, as well as for the hall hire charge.</b>	

<b>Cleaning / repairs / replacements</b>	<b>2800.00</b>
If the hirer leaves the facility in a condition which requires special cleaning or repair work, or if the keys are lost, a fee depending on the actual cost of repair/cleaning/replacement will be charged.	
Kitchen facilities (no kitchen equipment available)	
	<b>90.95</b>
<b>AUDITORIUMS</b>	
Mondays to Friday during library opening hours:(minimum booking of 3 hours)	<b>395.90</b>
Mondays to Thursday after library opening hours:(Minimum booking of 3 hours)	<b>128.40</b>
Full day Booking (per day)	<b>1091.40</b>
Saturdays (Minimum booking of 3 hours)	<b>450.00</b>
Hirer is responsible for payment for security services or payment of staff overtime, as applicable, as well as for the hall hire charge.	
	<b>95.00 per function</b>
<b>Damage</b>	
If the hirer leaves the facility in a condition which requires special cleaning or repair work, or if the keys are lost, a fee depending on the actual cost of repair/cleaning/replacement will be charged.	<b>rate on enquiry</b>
<b>USAGE OF LIBRARY BUILDING</b>	
Non-commercial (per day)	<b>235.40</b>
Commercial (per day)	<b>1091.40</b>
<b>REPLACEMENT PRICES 2018/19</b>	
<b>ITEM TYPE</b>	<b>PROPOSED AMOUNT</b>
Adult English Fiction	R 267.50
Large Print	R 267.50
Adult Non Fiction, all languages, all formats	R 267.50
Adult English Fiction Paperbacks	R 128.40
Adult Xhosa fiction, all formats	R 107.00
Adult Afrikaans fiction, all formats	R 107.00
Adult Afrikaans Large print	R 128.40
Adult Foreign Fiction, all formats	R 107.00
Children's Fiction, hardcover, all languages, all formats	R 107.00
Children's Picture books, all languages	R 128.40

Children's paperbacks, fiction, all languages	R 107.00
Children's unclassified (Easy) Non Fiction, all languages	R 107.00
Ladybirds, all languages	R 53.50
ABE, fiction, non-fiction, all languages	R 53.50
Compact disc (audio)	R 171.20
DVDs	R 214.00
Compact disc (audio) per disc in set	
DVD per disc in set	
Gramophone Records	R 64.20
Videos	R 107.00
Per record in set	R 64.20
Computer disc	R 53.50
Cassettes	R 60.00
Puzzles	R 300.00
Covers and inserts – CD, DVD, video recording	
<b>NELSON MANDELA BAY MUNICIPALITY: RECREATION AND CULTURE – LIBRARIES</b>	
<b>SCHEDULE OF FINES FOR MINOR DAMAGE TO ITEMS</b>	
<b>ITEM</b>	<b>PROPOSED AMOUNT</b>
<b>BOOKS OR MAGAZINES</b>	
Chewed corners (plastic plus cover)	R 15.00
Damaged or missing date labels, spine labels or barcodes	R 10.00
Damaged or missing first processed page with barcode and date label	R 15.00
Damaged or missing plastic cover	R 15.00
Damaged or missing pages – A4 or smaller black and white per site	R 5.00
Damaged or missing pages – A4 or smaller colour per side	R 15.00
Damaged or missing pages A3 – or larger black & white per side	R 10.00
Damaged of missing pages – A3 or larger colour per side	R 20.00
If more than 4 sheets are damaged or missing, the entire item/book has to be replaced or paid for. Please refer to the replacement price schedule.	
<b>CASSETTE TAPES, CDs, DVDs, VIDEOS, PVC CD/DVD PLASTIC SLEEVES</b>	<b>PROPOSED AMOUNT</b>
Damaged CD cases single	10.00
Damaged CD cases double	15.00
Damaged DVD cases – single	10.00
Damaged DVD cases – double	15.00

Damaged PVC CD/DVD plastic sleeves	5.00
Damaged or missing inserts (texts or pictures)	8.00
	0.00
Scratched/damaged tapes, videos, videos – no minor damages accepted, item to be replaced or paid for. Please	
<b>MICROFILM / FICHE</b>	
No minor damages accepted, item to be replaced. Please refer to the Replacement Price Schedule	
<b>PAMPHLETS AND NEWSPAPERS</b>	<b>PROPOSED AMOUNT</b>
Damaged or missing pages – A4 or smaller black or white per side	R 5.00
Damaged or missing pages – A4 or smaller colour per side	R 15.00
Damaged or missing pages – A3 or larger black and white per side	R 10.00
Damaged or missing pages – A3 or larger colour per side	R 20.00
If more than 4 sheets are damaged or missing, the entire item is to be replaced or paid for. Please refer to the Replacement Price Schedule	

\* Faxes kept the same for all citizens to afford even in far out and poor areas. And also libraries are high in comparison to nearby places

\* Photocopy prices - No change because of coin machines. Costs covered

\* Printing of page - Same as photocopy costs