**Libraries, Museums and Archives Fees and Charges**

**Libraries**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Service or product** | **Current charge** | **Proposed charge** | **Increase in Expected Income Based on Proposed Charge** | **Reason for no change** |
| Book loan | nil | No change | £0 | Statutory service |
| Reservation fee and fee for subject requests  (implemented 1 Apr 2005) | 60p per item | 75p per item | £11,946 | # based on 2016/17 request figures |
| Fines for late return  (implemented 1 Apr 2012) | 15p per item per day up to a maximum of £6 | 20p per item per day up to a maximum of £6 | £54,243 | #based on 2016/17 fines figures |
| DVD loans  (from 2005) | Ordinary:  £2 per week; 35p daily re-hire charge  'U' classification£1 per week; 17p daily re-hire charge | No change | £4,246 | service provision to be reviewed in 2018/19 |
| Music CD loans  (implemented 1 Apr 2005) | 50p per week; 9p daily re-hire charge if late | No change | £2,422 | service provision to be reviewed in 2018/19 |
| Spoken word recordings loans | £1 per 3-week loan;5p daily re-hire charge if late | No change |  | charges to be reviewed in 2018/19 |
| Drama and  Music performance sets | **Drama**  £10 per set for 9 months | No change | £840 | service provision to be reviewed in 2018/19 |
| **Music**  Vocal scores - £30 for 40 copies for 12 months; Orchestral sets - £60 for 12 months |  | fees for music sets increased in 2015 |
| Printing and Copying  (implemented 1 Apr 2005) | Black and white -  10p per sheet | No change | £666 | charges to be reviewed in 2018/19 |
| Colour -  25p per sheet |  | charges to be reviewed in 2018/19 |
| From microform -  20p per sheet |  | reader-printers in poor condition–need replacing |
| Internet consumables | PNet printing; USB sticks, headphones etc | No change | £6,945 | charges to be reviewed in 2018/19 |
| Bus ticket sales; (nb this is income not profit) | 7.5% commission on Transdev sales at Accrington and Rawtenstall Libraries | Service unlikely to continue | -£48,294 | Transdev moving to plastic card system so library sales unlikely to continue |
| Other fees and charges and other services | various | No change | £620 | charges to be reviewed in 2018/19 |
| Compensation for lost books | According to value of book | To continue | £876 |  |
| **Total income** |  |  | **£34,510** |  |
|  |  |  |  |  |
| Lettings | Agreed LCC rates | Income ceased in 2017/18 | £0 | all lettings income transferred to FM |
| **Total income** |  |  | **£0** |  |
|  |  |  |  |  |
| Sales |  |  | £3,200 | sales of workbooks, posters, old stock etc. |
| **Total income** |  |  | **£3,200** |  |
| **TOTAL LIBRARIES INCOME** |  |  | **£37,710** |  |

\*forecast taking into account re-opened libraries

**Museums**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Service or product** | **Current charge** | **Proposed charge** | **Increase in Expected Income Based on Proposed Charge** | **Reason for no change** |
| **Gawthorpe Hall**  Admission charge  ( implemented pre-2007) | Adults £4  Concessions £3  Children Free  National Trust members Free | Adults £6  Concessions £5  Children Free  National Trust members Free | £4,500 |  |
| Sale of goods  including guidebooks and souvenirs | Items individually priced | No change | £0 | already achieves cost recovery; income dependent on visitor spend |
| Commission on arts and crafts sold | 20% | 35% plus VAT | £490 |  |
| Other fees & charges and miscellaneous income | various | No change | £300 | This includes donations and *ad hoc* funding for projects etc. It has no allocated budget as it is uncertain and unpredictable |
| **Total Income** |  |  | **£5,290** |  |
| **Lancaster Castle**  Admission charge  (implemented 1 Apr 2013) | Adults              £8 Concessions   £6.50 Family             £20  Children         Free | No change | £0  £0  £0  **£0** | already achieves cost recovery; admission charges high for Lancaster; need to remain competitive and minimise adverse impact on low income families |
| Sale of goods including guidebooks, souvenirs and cafe income | Items individually priced | No change | £0 | already achieves cost recovery; income dependent on visitor spend |
| Courts Service | set by lease agreement | No change | £0 | charge for use of Shire Hall linked to LCC lease from the Duchy of Lancaster |
| **Total Income** |  |  | **£0** |  |
| **TOTAL MUSEUMS INCOME** |  |  | **£5,290** |  |

**Archives**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Service or product** | **Current charge** | **Proposed charge** | **Increase in Expected Income Based on Proposed Charge** | **Reason for no change** |
| Access to archives in person | nil | No change | Nil | Statutory right of free access to many of the records; cost of collecting fees likely to exceed potential revenue. |
| Copying services including copies of sound recordings  (All charges increased significantly in 2016) | Copying services individually priced; see schedule in Appendix B – Archives Fees and Charges | * Increase cost of copy of probate record from £7.50 (including postage and packing) to £10 excluding postage and packing; * Introduce carriage charge of £2.40 for UK postal area; and £3.50 for other areas | £3,500 | 2016/17 income 7.6% less than in 2015/16 instead of anticipated increase.  Probate records now in demand and proposed increase will bring into line with national probate office fees. |
| Other fees and charges including: certification; photography permits; professional fees and charges | Individually priced; see schedule in Appendix B - Archives Fees and Charges | No change | £0 | All archive fees and charges increased significantly in 2016; comparable with other archive services |
| Sales | Goods individually priced | No change | £0 | Cost recovery achieved; income dependent on customer spend. £12,000 budgeted income target unrealistic |
| Income from  Joint Archive Agreement (reduced in 2016) | £10,000 per annum paid by Blackburn with Darwen for storage of borough archives | Increase in line with inflation | £340 | Blackpool withdrew from the Joint Archive Agreement in July 2016. This budgeted income is no longer achievable |
| Donations/  Contributions | various | N/A | £4,000 | This includes donations and *ad hoc* funding for projects etc. It has no allocated budget as it is uncertain and unpredictable |
| Miscellaneous income | various | N/A | -£1,500 | unpredictable and from various sources - as above |
| **Total income** |  |  | **£6,340** |  |