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| **Review of Libraries, Museums and Archives Fees and Charges 2018/19** | | | | | |
| **Libraries** | | | | | |
| **Service or product** | **Current charge** | **Proposed charge** | **Forecast Income 2018/19** | **Increase/Decrease in Expected Income based on proposed charge** | **Reason for no change** |
| **Book loan** | nil | No change | £0 | £0 | Statutory service |
| **Reservation fee and fee for subject requests**  **(implemented 1 Apr 2005)** | 75p per item | No change | £42,785 | £0 | Charges increased from 1 April 2018 |
| **Book fines for late return (implemented 1 Apr 2012)** | 20p per item per day up to a maximum of £6 | 20p per item per day to remain, but maximum charge per item to increase to £7 | £111,538 | £10,000 |  |
| **DVD loans (from 2005)** | Ordinary DVD:  £2 per week; 35p daily re-hire charge  'U' classification£1 per week; 17p daily re-hire charge | Ordinary DVD:  £1 per week;  'U' classification:  50p per week  daily re-hire charges to remain the same | £16,929 | -£6,929 |  |
| **Music CD loans (implemented 1 Apr 2005)** | 50p per week; 9p daily re-hire charge if late | No change to hire charge. Introduce a reservation charge of 75p | £10,370 | £2,249 |  |
| **Spoken word recordings loans** | £1 per 3-week loan;5p daily re-hire charge if late | Introduce fine of 20p per day up to a maximum of £7 per item to bring in line with book fines. | £10,580 | £4,000 |  |
| **Drama and**  **Music performance sets** | **Drama**  £10 per set for 9 months | **Drama**  £10 per set for 6 months  £5 renewal fee for up to 3 months | £7,924 | £0 |  |
| **Music**  Vocal scores: £30 for 40 copies for 12 months  Orchestral sets: £60 for 12 months | **Music**  Vocal scores: £30 for 40 copies for 6 months and £1 per additional copy  £15 renewal fee for up to 3 months  Orchestral sets:  Introduce charge based on performance length:  over 40 minutes: £40 and £20 renewal;  between 20 and 40 minutes: £30 and £15 renewal;  under 20 minutes: £20 and £10 renewal  All renewal periods are for up to 3 months  All loan periods reduced from 12 to 6 months |
| **Printing and Copying**    **(implemented 1 Apr 2005)** | Black and white:  10p per sheet    Colour:  25p per sheet | A4 Black and white: 15p per sheet  A3 Black and white: 25p per sheet  A4 Colour: 50p per sheet  A3 Colour: 75p per sheet | £37,224 | £18,612 |  |
| From microform -  20p per sheet |
| **Internet consumables** | PNet printing, USB sticks, headphones etc | Change on printing only, and as above | £98,751 | £19,750 |  |
| **Bus Ticket Sales** | 7 % commission on each bus ticket sold at £104 each. These are sold at Accrington and Rawtenstall Libraries only | No change | £23,763 | £0 | This service is likely to cease during the 2019/20 financial year as the bus company moves to a ticketless system |
| **Exhibition Sales** | Various | No change | £4,792 | £0 | Applied in April 2018 |
| **Compensation for lost books** | According to value of book | No change | £5,398 | £0 | Customer pays for replacement of stock at cost |
| **Total Fees & Charges Income** |  |  | **£370,054** | **£47,682** |  |
| **Lettings** | Agreed LCC rates | Income to LMCR ceased in 2017/18 |  | £0 | all lettings income transferred to Facilities Management |
| **Sales** |  |  | £46,310 | £0 | sales of workbooks, posters, old stock etc. |
| **Total Sales Income** |  |  | **£46,310** | **£0** |  |
| **TOTAL LIBRARIES INCOME** |  |  | **£416,364** | **£47,682** |  |
| **\*forecast taking into account re-opened libraries** | | | | | |
| **Museums** | | | | | |
| **Service or product** | **Current charge** | **Proposed charge** | **Forecast Income 2018/19** | **Increase in Expected Income based on Proposed Charge** | **Reason for no change** |
| **Gawthorpe Hall**  **Admission charge**  **(implemented pre-2007)** | Adults £6  Concessions £5  Children Free  National Trust members Free | No change | £16,800  £8,200 |  | **Charges increased from 1 April 2018** |
| **Sale of goods including guidebooks and souvenirs** | Items individually priced | No change | £9,000 | £0 | already achieves cost recovery; income dependent on visitor spend |
| **Other fees & charges and miscellaneous income** | various | No change | £9,000 | £0 | This includes donations and *ad hoc* funding for projects etc. It has no allocated budget as it is uncertain and unpredictable |
| **Total income – Gawthorpe Hall** |  |  | **£43,000** | **£0** |  |
| **Lancaster Castle** | Adults £8 | No change | £129,000 | £0 | already achieves cost recovery; admission charges high for Lancaster; need to remain competitive and minimise adverse impact on low income families |
| **Admission charge**  **(implemented 1 Apr 2013)** | Concessions   £6.50  Family              £20  Children          Free | No change | £69,000  £90,000 | £0  £0  £0 |
| **Sale of goods including guidebooks, souvenirs and cafe income** | Items individually priced | No change | £39,700 | £0 | already achieves cost recovery; income dependent on visitor spend |
| **Other Income including Events** | Various charges according to event | No change | £15,000 | £0 | To be reviewed in 2019 |
| **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 – Lancaster Castle** |  |  | **£342,700** | **£0** |  |
| **TOTAL MUSEUMS INCOME** |  |  | **£385,700** |  |  |
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| **Archives** | | | | | |
| **Service or product** | **Current charge** | **Proposed charge** | **Forecast Income 2018/19** | **Increase in expected annual income based on proposed charge** | **Reason for no change** |
| **Access to archives in person** | nil | No change | £0 | £0 | 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 archive charges increased significantly in 2016; further increases in 2017)** | Copying services individually priced  PNET printing in line with Library charges  10p    Tokens for self service prints from microfilm/fiche 75p | No change except to self-service printing.      15p    80p | £22,450      £250    £300 | £0      £125    £20 | Last year's increases and online ordering and payment facility introduced in summer 2017 has generated more orders and is likely to increase revenue by around 30% in the current year    Online delivery through *Egress*, which is not yet available, has the potential to generate increased income without increasing costs to the service, or charges |
| **Other fees and charges including: certification; photography permits; professional fees and charges** | Individually priced  Record agent admin charge £50 per annum | No change except to record agent fee £55 | £13,000 | £100 | All archive fees and charges increased significantly in 2016; comparable with other archive services. Risk of greater increase losing record agents. |
| **Sales** | Goods individually priced | No change | £3,000 | £0 | Cost recovery achieved; income dependent on customer spend |
| **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 – 3% predicted for 2019/20 | £10,225 | £309 | Blackpool withdrew from the Joint Archive Agreement in July 2016. |
| **Total income** |  |  | **£49,225** | **£554** |  |