

## 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
<b>Book loan</b>	nil	No change	£0	£0	Statutory service
<b>Reservation fee and fee for subject requests (implemented 1 Apr 2005)</b>	75p per item	No change	£42,785	£0	Charges increased from 1 April 2018
<b>Book fines for late return (implemented 1 Apr 2012)</b>	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	
<b>DVD loans (from 2005)</b>	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	
<b>Music CD loans (implemented 1 Apr 2005)</b>	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	
<b>Spoken word recordings loans</b>	£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	
<b>Drama and Music performance sets</b>	<b>Drama</b> £10 per set for 9 months	<b>Drama</b> £10 per set for 6 months  £5 renewal fee for up to 3 months	£7,924	£0	
	<b>Music</b> Vocal scores: £30 for 40 copies for 12 months  Orchestral sets: £60 for 12 months	<b>Music</b> 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			
<b>Printing and Copying (implemented 1 Apr 2005)</b>	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				
<b>Internet consumables</b>	PNet printing, USB sticks, headphones etc	Change on printing only, and as above	£98,751	£19,750	
<b>Bus Ticket Sales</b>	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
<b>Exhibition Sales</b>	Various	No change	£4,792	£0	Applied in April 2018
<b>Compensation for lost books</b>	According to value of book	No change	£5,398	£0	Customer pays for replacement of stock at cost
<b>Total Fees &amp; Charges Income</b>			<b>£370,054</b>	<b>£47,682</b>	
<b>Lettings</b>	Agreed LCC rates	Income to LMCR ceased in 2017/18		£0	all lettings income transferred to Facilities Management
<b>Sales</b>			£46,310	£0	sales of workbooks, posters, old stock etc.
<b>Total Sales Income</b>			<b>£46,310</b>	<b>£0</b>	
<b>TOTAL LIBRARIES INCOME</b>			<b>£416,364</b>	<b>£47,682</b>	

\*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
<b>Gawthorpe Hall Admission charge (implemented pre-2007)</b>	Adults £6 Concessions £5 Children Free National Trust members Free	No change	£16,800 £8,200		<b>Charges increased from 1 April 2018</b>
<b>Sale of goods including guidebooks and souvenirs</b>	Items individually priced	No change	£9,000	£0	already achieves cost recovery; income dependent on visitor spend
<b>Other fees &amp; charges and miscellaneous income</b>	various	No change	£9,000	£0	This includes donations and <i>ad hoc</i> funding for projects etc. It has no allocated budget as it is uncertain and unpredictable
<b>Total income – Gawthorpe Hall</b>			<b>£43,000</b>	<b>£0</b>	
<b>Lancaster Castle</b>	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
<b>Admission charge (implemented 1 Apr 2013)</b>	Concessions £6.50 Family £20 Children Free	No change	£69,000 £90,000	£0 £0 £0	
<b>Sale of goods including guidebooks, souvenirs and cafe income</b>	Items individually priced	No change	£39,700	£0	already achieves cost recovery; income dependent on visitor spend

<b>Other Income including Events</b>	Various charges according to event	No change	£15,000	£0	To be reviewed in 2019
<b>Courts Service</b>	set by lease agreement	No change		£0	charge for use of Shire Hall linked to LCC lease from the Duchy of Lancaster
<b>Total Income – Lancaster Castle</b>			<b>£342,700</b>	<b>£0</b>	
<b>TOTAL MUSEUMS INCOME</b>			<b>£385,700</b>		

<b>Archives</b>					
<b>Service or product</b>	<b>Current charge</b>	<b>Proposed charge</b>	<b>Forecast Income 2018/19</b>	<b>Increase in expected annual income based on proposed charge</b>	<b>Reason for no change</b>
<b>Access to archives in person</b>	nil	No change	£0	£0	Statutory right of free access to many of the records; cost of collecting fees likely to exceed potential revenue.
<b>Copying services including copies of sound recordings (All archive charges increased significantly in 2016; further increases in 2017)</b>	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 <i>Egress</i> , which is not yet available, has the potential to generate increased income without increasing costs to the service, or charges
<b>Other fees and charges including: certification; photography permits; professional fees and charges</b>	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.
<b>Sales</b>	Goods individually priced	No change	£3,000	£0	Cost recovery achieved; income dependent on customer spend
<b>Income from Joint Archive Agreement (reduced in 2016)</b>	£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.
<b>Total income</b>			<b>£49,225</b>	<b>£554</b>	