

CULTURAL SERVICES FEES AND CHARGES 2013/14

2012/13 Full price **2012/13 Conc/Rotherham** **2013/14 Full price** **2013/14 Conc/Rotherham**

			changes in red	
HERITAGE SERVICES - Clifton Park Museum, York and Lancaster Regimental Museum Boston Castle, Archives and Local Studies				
ROOM HIRE (Non Vatable) discounts available for bookings over 6 hours or block bookings				
Hire of Museum (Special Conditions apply)	On application	On application	On application	On application
Gallery Hire (Category B) during normal Museum public opening hours (Mon-Thurs) per hour	£25.00	£16.25	£25.60	£16.65
Gallery Hire (Category B) (Mon. to Thurs. 9 a.m. - 10 a.m.) per hour	£25.00 + caretaking cost	£16.25 + caretaking cost	£25.60 + caretaking cost	£16.65 + caretaking cost
Gallery Hire (Category B) Fridays 9 a.m. - 4.30 p.m. per hour	£25.00 + caretaking cost	£16.25 + caretaking cost	£25.60 + caretaking cost	£16.65 + caretaking cost
Gallery Hire (Category B) Saturday and Sunday and outside normal public opening hours	£29.50 + caretaking cost	£29.50 + caretaking cost	£30.25 + caretaking cost	£30.25 + caretaking cost
Caretaking cost per hour	£14.00	£14.00	£14.35	£14.35
Gallery Hire to non RMBC organisations(same criteria as RMBC except hourly rate)	Minimum £27.50	Minimum £27.50	Minimum £28.25	Minimum £28.25
Hire of Boston Castle (Special Conditions apply)	On application	On application	On application	On application
Boston Castle Earl's Room (Category B) during normal opening hours	£25.00	£16.25	£25.60	£16.65
Boston Castle Earl's Room (Category B) Saturday and Sunday and outside normal opening hours	£29.50 + caretaking cost	£29.50 + caretaking cost	£30.25 + caretaking cost	£30.25 + caretaking cost
Boston Castle Earl's room Hire to non RMBC organisations(same criteria as RMBC except hourly rate)	Minimum £27.50	Minimum £27.50	Minimum £28.25	Minimum £28.25
Caretaking cost per hour	£14.00	£14.00	£14.35	£14.35
Cancellation of Room Bookings at Clifton Park Museum or Boston Castle:				
Charge for room booking cancelled on day	100%	100%	100%	100%
Charge for room booking cancelled within the week	80%	80%	80%	80%
Charge for room booking cancelled within the month	50%	50%	50%	50%
Hospitality/Refreshments	On application	On application	On application	On application
Licensing applications	Cost plus 20%	Cost plus 20%	Cost plus 20%	Cost plus 20%
Overhead Projector per hour	£5.30	£5.30	£5.45	£5.45
Overhead Projector full day (9 a.m.-5 p.m.)	£12.50	£12.50	£12.80	£12.80
Flip Chart Stand (including pad) per session	£8.05	£8.05	£8.25	£8.25
Television and Video per hour	£6.10	£6.10	£6.25	£6.25
Powerpoint Projector per hour	£6.10	£6.10	£6.25	£6.25
Powerpoint Projector full day 9 am - 5 pm	£17.30	£17.30	£17.75	£17.75
Laptop per hour	£6.10	£6.10	£6.25	£6.25
Laptop full day 9 am - 5 pm	£17.30	£17.30	£17.75	£17.75
Display Cases	Price by negotiation	Price by negotiation	Price by negotiation	Price by negotiation
Transport of Display Cases	to at least cover costs	to at least cover costs	to at least cover costs	to at least cover costs
Installation of Display Cases	to at least cover costs	to at least cover costs	to at least cover costs	to at least cover costs
Display Boards	Price on application	Price on application	Price on application	Price on application
**Schools - non Vat if Rotherham LEA, Vatable for schools outside Rotherham LEA				
** Each session is a maximum of 2 hours. The maximum class size is 30. Bookings for more than 1 group per visit will receive a reduction of 25p per child.				
Prices are the same for all schools, with VAT being charged for schools outside Rotherham LEA and academies				
**School Sessions delivered at the Heritage Service venue to include the Yorkshire Range	£4.00 per child	£4.00 per child	£4.00 per child	£4.00 per child
(this includes all materials and resources)				
**School Sessions delivered at the Heritage Service venue excluding the Yorkshire Range	£3.00 per child	£3.00 per child	£3.00 per child	£3.00 per child
(this includes all materials and resources)				
**School based sessions inclusive of travel expenses	£3.75 per child	3.75 per child	£3.75 per child	3.75 per child
Activities - non VAT if educational				
Workshops/Holiday Activities/Tours/Masterclasses	Variable to at least cover costs + 10%	Variable to at least cover costs	Variable to at least cover costs + 10%	Variable to at least cover costs
Reminiscence Box excl. delivery	£16.05	£16.05	£17.00	£17.00
Talk by staff/Guided Tours (non-VAT) (up to 2 hours including preparation)	Minimum of £39.15	Minimum of £39.15	Minimum of £40	Minimum of £40
Object Identification/Research Enquiries*:				
In person up to 1hour	Free	Free	Free	Free
Over 1 hour in person	£25.75	£25.75	£26.40	£26.40
Research enquiries by post, e-mail or fax up to half an hour	£14.10	£14.10	£14.45	£14.45
Research enquiries by post, e-mail or fax per hour or part thereof	£25.75	£25.75	£26.40	£26.40
Archives & Local Studies Research Enquiries including York & Lancs*:				
Basic research (up to 15 minutes)	£7.10	£7.10	£7.25	£7.25
Research up to half an hour	£14.10	£14.10	£14.45	£14.45
Research per hour or part hour thereafter	£25.75	£25.75	£26.40	£26.40
Handling charge - e-mail, fax, postal and telephone orders (1-5 copies)	£3.30	£3.30	£3.40	£3.40
Handling charge - e-mail, fax, postal and telephone orders (6-10 copies)	£5.45	£5.45	£5.60	£5.69
Handling charge - e-mail, fax, postal and telephone orders (11-20 copies)	£8.15	£8.15	£8.35	£8.35
Handling charge - e-mail, fax, postal and telephone orders (21-30 copies)	£10.80	£10.80	£11.05	£11.05

Full price Conc/Rothercard Full price Conc/Rothercard

Handling charge - e-mail, fax, postal and telephone orders (Over 31 copies)	£14.10	£14.10	£14.45	£14.45
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	Full price	Conc/Rothercar d	Full price	Conc/Rother ard
Postage*				
A4 1-10 copies up to 100 grams	£0.75	£0.75	£0.75	£0.75
A4 11-30 copies up to 200 grams	£1.15	£1.15	£1.15	£1.15
A4 larger orders to be calculated according to weight of package	Costed on request	Costed on request	Costed on request	Costed on request
A3 1-5 copies up to 100 grams	£0.75	£0.75	£0.75	£0.75
A3 6-15 copies up to 200 grams	£1.15	£1.15	£1.15	£1.15
Larger orders (UK) to be calculated according to weight of package	Costed on request	Costed on request	Costed on request	Costed on request
Overseas orders mark as airmail small packet (Europe):				
A4 1-10 copies up to 100g	£1.65	£1.65	£1.70	£1.70
A3 1-5 copies up to 100g	£1.65	£1.65	£1.70	£1.70
A3 6-10 copies up to 200g	£2.30	£2.30	£2.35	£2.35
Larger orders (Europe) to be calculated according to weight of package	Costed on request	Costed on request	Costed on request	Costed on request
Overseas orders mark as airmail small packet (Australia, USA, Canada):				
A4 1-10 copies up to 100g	£2.05	£2.05	£2.10	£2.10
A3 1-5 copies up to 100g	£2.05	£2.05	£2.10	£2.10
A3 6-10 copies up to 200g	£3.50	£3.50	£3.60	£3.60
Larger orders (Australia, USA, Canada) to be calculated according to weight of package	Costed on request	Costed on request	Costed on request	Costed on request
Digital Copies:				
In jiffy bag per CD Rom up to 250g (UK)	£2.15	£2.15	£2.20	£2.20
In jiffy bag per CD Rom up to 250g (Europe)	£2.70	£2.70	£2.75	£2.75
In jiffy bag per CD Rom up to 250g (Australia, USA, Canada)	£4.35	£4.35	£4.45	£4.45
Photo quality copies to be calculated according to weight of package	Costed on request	Costed on request	Costed on request	Costed on request
Photocopies by staff*:				
A3 Black and White	£0.60	£0.60	£0.60	£0.60
A4 Black and White	£0.40	£0.40	£0.40	£0.40
A4 Colour	£1.85	£1.85	£1.90	£1.90
A3 Colour	£2.70	£2.70	£2.75	£2.75
Copies from microfilm/microfiche*:				
A4 Black & White	£0.50	£0.50	£0.50	£0.50
A3 Black & White	£0.70	£0.70	£0.70	£0.70
Digital Copies - Maps & Aerial Photos*				
Black & White	£0.70	£0.70	£0.70	£0.70
Colour	£1.15	£1.15	£1.15	£1.15
Digital Copies - Other*:				
Digital photo with own camera (per photo)	£0.50	£0.50	£0.50	£0.50
Black & White Paper	£0.70	£0.70	£0.70	£0.70
Colour Paper	£1.15	£1.15	£1.15	£1.15
Photo Quality Copies*:				
6" x 4" Black & White/Colour	£4.85	£4.85	£4.95	£4.95
7" x 5" Black & White/Colour	£5.25	£5.25	£5.40	£5.40
8" x 6" Black & White/Colour	£5.90	£5.90	£6.05	£6.05
10" x 8" Black & White/Colour	£6.40	£6.40	£6.55	£6.55
A4 Black & White/Colour	£7.20	£7.20	£7.40	£7.40
12" x 10" Black & White/Colour	£7.20	£7.20	£7.40	£7.40
Viewfinder Copies*				
(Community Libraries handling charge applies)				
Black & White A4 normal	£0.70	£0.70	£0.70	£0.70
Black & White A4 normal, 5 copies	£3.20	£3.20	£3.20	£3.20
Colour A4 normal	£1.15	£1.15	£1.15	£1.15
Each File (Standard 1-4 jpeg files ordered)	£2.15	£2.15	£2.20	£2.20
Each File (Standard if 5+ jpeg files ordered)	£1.95	£1.95	£2.00	£2.00
Photo Files on CD Rom	£1.15	£1.15	£1.15	£1.15
Photo research - if non-standard requirements (i.e. editing/scanning/retrieval) (per 15 min)	£6.7 + cost of photo/file	£6.7 + cost of photo/file	£6.85 + cost of photo/file	£6.85 + cost of photo/file
Reproduction Fee*:				
Scholarly/educational/non-profit making books, journals, part works, CD roms, film/broadcast: world, 1 language or world, 1 programme				

	Full price	Conc/Rothercar d	Full price	Conc/Rothercar ard
1 transmission	£11.33	£11.33	£11.60	£11.60
Scholarly/educational/non-profit making books, journals, part works, CD roms, film/broadcast: world, all languages or world, 1 programme, unlimited use	£22.65	£22.65	£23.10	£23.20
Scholarly/educational/non-profit making websites (one-off licence fee) (non-VAT)	£27.30	£27.30	£28.00	£28.00
Commercial books, journals, part works, CD roms, film/broadcast: world, 1 language or world, 1 programme, 1 transmission	£22.65	£22.65	£23.20	£23.20
Commercial books, journals, part works, CD roms, film/broadcast: world, 1 language or world, 1 programme, unlimited use	£56.15	£56.15	£57.55	£57.55
Commercial websites (one off licence fee) (non-VAT)	£82.40	£82.40	£84.45	£84.45
Transparency Reproduction Fee*: Special Images	Price on application	Price on application	Price on application	Price on application
Photography by request				
Transcriptions/Translations	£25.75	£25.75	£26.40	£26.40
Miscellaneous:				
Internet user per hour/half hour - Archives searchroom	Free	Free	Free	Free
Design, construction and advisory work carried out outside Cultural Services but within RMBC:				
Materials	At cost + 30%	At cost + 30%	At cost + 30%	At cost + 30%
Hired Equipment	At cost + 30%	At cost + 30%	At cost + 30%	At cost + 30%
Use of Hired Van	At cost + fuel + 30%	At cost + fuel + 30%	At cost + fuel + 30%	At cost + fuel + 30%
Commission on Sales (Art/Craft/Exhibits)	Min. 20% prof./amateur	Min. 20% prof./amateur	Min. 20% prof./amateur	Min. 20% prof./amateur
PAT Testing	£3.70 per item	£3.70 per item	£3.80 per item	£3.80 per item
Use of Gallery in Museum for background photos	£46.35	£46.35	£47.50	£47.50
Shops - Mark-up	33%-100%	33%-100%	33%-100%	33%-100%
Fees for Consultancy Work*:				
Unskilled staff per day	£62.80	£62.80	min £62.80	min £62.80
Skilled staff per day	£188.85	£188.85	min £188.85	min £188.85
Professional staff per day	£439.30	£439.30	min £439.30	min £439.30
Box Office/Marketing				
Ticket Printing per ticket	£0.24	£0.18	£0.24	£0.18
Posting Tickets	£0.60	£0.60	£0.60	£0.60
Box Office Service - all events at Museum must sell tickets through Museum	17% commission	13% commission	17% commission	13% commission
Publicity & Promotion of Booked Events at request of hirer per advert minimum (inc. design, advert space and handling charge)	£51.50	£51.50	Minimum £52.75	Minimum £52.75
Booking fee for card payments under £5.00	£0.50	£0.50	£0.50	£0.50
Storage (non-VAT)				
Storage Charge (for equipment, scenery, costumes, materials, etc.) per day per 10m ²	£31.70	£20.60	£32.50	£21.10
Archaeology Box fees	Price on application	Price on application	Price on application	Price on application
LIBRARIES AND INFORMATION SERVICES				
Books (non-VAT)				
Overdue Charges per day open (Under 18s and over 60s exempt)	£0.15	£0.15	£0.15	£0.15
Overdue Charges maximum (Under 18s and over 60s exempt)	£6.00	£6.00	£6.00	£6.00
Talking Books (non-VAT)				
Hire Charges per week or part	Free	Free	Free	Free
Overdue Charges per day per title (Under 18s and over 60s exempt)	£0.15	£0.15	£0.15	£0.15
Overdue Charges maximum (Under 18s and over 60s exempt)	£6.00	£6.00	£6.00	£6.00
Compact Discs*				
Hire Charges per week or part	£0.75	£0.55	£1.00	£0.75
Overdue Charges per day open	£0.55	£0.55	£0.75	£0.75
Overdue Charges maximum	£7.50	£7.50	£7.50	£7.50
Video & DVDs:*				
Feature Films hire per 2 days	£2.20	£1.50	£2.30	£1.50
Feature Films Overdue per day	£1.10	£0.75	£1.30	£0.75
Overdue Charges maximum	£15.00	£15.00	£15.00	£15.00
Riverside Library Intermediate Band hire per week	£1.10	£0.75	£1.20	£0.75

	Full price	Conc/Rothercar d	Full price	Conc/Rothercar ard
Community Lib. Intermediate Band hire per week	£1.10	£0.75	£1.20	£0.75
Intermediate Band Overdue per day	£0.55	£0.55	£0.55	£0.55
Overdue Charges maximum	£12.00	£12.00	£12.00	£12.00
Disc Repair Service per disc	£1.00	£1.00	£1.00	£1.00
Overdue Notices (under 18s & over 60s exempt): (non-VAT)				
Riverside and Community Library Services	£0.55	£0.55	£0.55	£0.55
Reservations (non-VAT)				
Book per item (in stock within Rotherham Libraries)	£0.00	£0.00	£0.00	£0.00
Non-books per item	£0.50	£0.50	£0.50	£0.50
Inter-Library Loans	£6.00	£5.00	£7.00	£6.00
Lost & Irreparably Damaged Books, etc.: (non-VAT)				
Lost books/non-books - a suitable replacement copy provided by the borrower may be accepted as a replacement				
Adult Fiction Paperback	£6.00	£5.00	£6.00	£5.00
Adult Fiction Hardback	£10.00	£8.00	£10.00	£8.00
Adult Non-Fiction	£10.00	£8.00	£10.00	£8.00
Children's Fiction	£4.00	£3.00	£4.00	£3.00
Children's Non-Fiction	£6.00	£5.00	£6.00	£5.00
Lost/Irreparably Damaged Talking Books (non-VAT)				
Abridged Version	£6.00	£5.00	£6.00	£5.00
Unabridged Version	£20.00	£18.00	£20.00	£18.00
Lost/Irreparably Damaged CD-Roms & Compact Discs:				
Compact Discs	£6.00	£5.00	£6.00	£5.00
DVDs	£12.00	£10.00	£12.00	£10.00
Lost Library Tickets: (non-VAT)				
Children's	£1.20	£1.20	£1.50	£1.50
Discarded Library Books/CDs/Videos (non-VAT) (recommended charges but staff may use their discretion)				
Children's	£0.50	£0.50	£0.50	£0.50
AF hardback	£0.65	£0.65	£0.65	£0.65
ANF	£1.05	£1.05	£1.05	£1.05
or % original price whichever is greatest	15%	15%	15%	15%
Paperbacks	£0.30	£0.30	£0.30	£0.30
Discarded Compact Discs	£2.10	£2.10	£2.10	£2.10
Discarded Videos	£3.15	£3.15	£3.15	£3.15
Canvas Book Bags*	£1.50	£1.50	£2.00	£2.00
Photocopying:*				
A4	£0.10	£0.10	£0.10	£0.10
A3	£0.80	£0.80	£0.80	£0.80
Photocopying Colour:*				
A4	£0.50	£0.50	£0.50	£0.50
A3	£2.00	£2.00	£2.00	£2.00
Copies from microfilm*	£0.50	£0.50	£0.50	£0.50
Visibility - Charge for Braille Material (non-VAT):				
Individuals	Free	Free	Free	Free
Private Companies/Council Departments per sheet	£1.20 first sheet 70p subsequent sheets	£1.20 first sheet 70p subsequent sheets	£1.20 first sheet 70p subsequent sheets	£1.20 first sheet 70p subsequent sheets
Hire of Rooms (Greasbrough, Maltby, Mowbray, Swinton, Wath) (non-VAT):				
In opening hours per hour	£8.00	£8.00	£8.50	£8.50
Outside opening hours per hour	£8.00 + £14 caretaking	£8.00 + £14 caretaking	£8.50 + £14 caretaking	£8.50 + £14 caretaking
Display Cases*:				
Promotional Displays per month (insurance)	£11.60	£11.60	£11.60	£11.60
Promotional Displays per week	£3.00	£3.00	£3.00	£3.00
Commercial	Negotiable	Negotiable	Negotiable	Negotiable
IT Facilities:*				
Printing Black & White per copy A4	£0.10	£0.10	£0.10	£0.10
Printing Colour per copy A4	£0.50	£0.50	£0.50	£0.50
Printing Black & White per copy A3 (RVH)	£0.80	£0.80	£0.80	£0.80
Printing Colour per copy A3 (RVH)	£2.00	£2.00	£2.00	£2.00

	Full price	Conc/Rothercar d	Full price	Conc/Rothercar ard
Internet user per hour/half hour	Free	Free	Free	Free
IT support material	N/A	N/A	N/A	N/A
Use of ICT Centres*:				
Band A (libraries that can accommodate 12+ learners)	£24.00 per session	n/a	£24.50 per session	n/a
Band B (libraries that can accommodate 6-11 learners)	£12.00 per session	n/a	£12.50 per session	n/a
Band C libraries that can accommodate up to 6 learners)	£6.00 per session	n/a	£6.50 per session	n/a
Information Services*:				
List of companies per company name/detailed list per company name	£0.10 - £0.35	£0.10 - £0.35	£0.10 - £0.35	£0.10 - £0.35
Printouts from locally held (per company)	£0.35	£0.35	£0.35	£0.35
Printouts from British Standards (per copy)	£0.50	£0.50	£0.50	£0.50
Companies House Searches	Company House Charge plus £1.20 handling charge	Company House Charge plus £1.20 handling charge	Company House Charge plus £1.20 handling charge	Company House Charge plus £1.20 handling charge
British Standards	Voucher Charge plus £1.20 handling charge	Voucher charge plus £1.20 handling charge	Voucher Charge plus £1.20 handling charge	Voucher charge plus £1.20 handling charge
Microfilm/Reader Printer	£0.50	£0.50	£0.50	£0.50
FAX Messages*:				
UK outgoing per A4 page	£1.00	£1.00	£1.00	£1.00
Plus handling charge	Free	Free	Free	Free
UK incoming per A4 page	£0.50	£0.50	£0.50	£0.50
	£2.00 first sheet	£2.00 first sheet	£2.00 first sheet	£2.00 first sheet
Rest of World outgoing per A4 page	£1.00 subsequent sheets	£1.00 subsequent sheets	£1.00 subsequent sheets	£1.00 subsequent sheets
Commission on sales	Variable	Variable	Variable	Variable
COMMUNITY ARTS (non VAT)				
<u>Workshops/holiday activities/Masterclasses/Activity</u>	variable to cover costs + 10%	variable to cover costs + 10%	variable to cover costs + 10%	variable to cover costs + 10%
Riverside House Library, Heritage and Arts Space				
Gallery Hire (minimum 3 week hire for approved exhibitions)	Negotiable	Negotiable	£250.00	£250.00
Publicity & Promotion of Booked Events at request of hirer per advert minimum (inc. design, advert space)			£53.10	£53.10
Projector			Negotiable	Negotiable
Display cases			Negotiable	Negotiable