

Knowledge & Library Service Price List

PAYMENT OPTIONS:

Payment can be made, in the Library, either by cash or cheque.
Alternatively, card payments are accepted either in person or over the phone at the Trust Cashiers Office (during their staffed opening hours) on **01536 493586/492036**

Penalty Charges

Recall letter penalty - @ £10.00

Reason: item on hold for another reader has not been returned by the current borrower by the due date

Recall fines - per day, per item not returned @ 0.20

Any 'late return' charges incurred on items we have borrowed from another library will be passed on to the requester

ALL PRICES BELOW INCLUDE VAT AT THE APPROPRIATE RATE

Photocopying/Printing - Black & Colour

A4 @ 10p per side (print on both sides of A4 the cost is 20p)

A3 @ 20p per side (print on both sides of A3 the cost is 40p)

Payment must be made at the Enquiry Desk. **Out-of-hours users** must pay using an envelope (provided in the red box at the Enquiry Desk). Please write your name, date, number of copies + amount on the front of the envelope then place it in the internal returns box at the Enquiry Desk. (If you do not have the cash please ensure you still complete an envelope and we will add the charge to your Library account for you to pay within one week)

Please note: the log is checked monthly and users not paying will be contacted and further action may be taken.

Inter-Library Loans - Article/Book requests

Non-refundable administration charge @ £2.00

External source charge - i.e. British Library @ £12.00

Spiral Binding Up to 16mm @ £2.00
- (requests will be completed within 1 working day) Above 16mm @ £3.00

Laminating A4 @ £1.00
- (requests will be completed within 1 working day) A3 @ £1.50

Enquiries - Non-NHS & personal @ £50.00

Does not include access to full-text articles. NHS patient care & Quick public enquiries are free

Library Membership - limited access for Non-NHS staff @ £50.00
per person per annum

IT Training Suite - Charges for external users and sub-lets: -

Half day - (9-12.45 or 12.45-4.30) @ £75.00 **Full day (9-4.30) @ £150.00**

A provisional booking will only be held for 5 working days. No refunds.