



Title of meeting: Culture, Leisure, and Economic Development Decision Meeting

Date of meeting: 15 March 2024

Subject: Library and Archive Service Charges 2024

Report by: Director of Culture, Leisure, and Regulatory Services

Cabinet Member: Councillor Steve Pitt

Wards affected: ALL

Key Decision: No

Full Council decision: No

1. Purpose of report

1.1 To review the charges levied by Portsmouth Library and Archive Service in respect of room and equipment hire; charges for Inter-Library Loans and Music Set hire and specialist services provided by the Portsmouth History Centre.

2. Recommendations

2.1 That the proposals provided in Appendix 1 for the increases in room and equipment hire charges for the Menuhin Theatre on the Third Floor Central Library; hire of IT Training Suites at Carnegie, Cosham and Central Library and increases to Inter-Library Loan and Music Set charges are agreed and implemented from 1 April 2024. The reason for increases is to ensure full cost recovery of these services.

2.2 That the proposal for the Archive Service charges to remain as they are (see Appendix 2) is agreed for implementation from 1 April 2024.

3. Background

3.1 Room hire and other charges for Portsmouth Libraries are agreed by this committee annually. The proposals in this year's report are aimed at applying broadly a 6.7% increase on room hire charges.

3.2 Reservation charges for items held in stock by Portsmouth Libraries were abolished, along with overdue fines, in 2018. Charges remain for Inter-Library



Loans and the hire of multiple copies of music scores for choral groups. These have not been reviewed since 2018, hence the proposed increases.

3.3 The charges for the Archive Service were reviewed in 2023 and kept at the same level. Following a benchmarking exercise with neighbouring local authorities, it is proposed these charged are retained at the same level.

4. Reasons for recommendations

4.1 This year's proposed increase in charges is consistent with the figure that is being applied by Portsmouth City Council Finance colleagues to factor in inflation in their budgets for general charges.

5. Integrated impact assessment

5.1 An integrated impact assessment has been completed. See Appendix 3.

6. Legal implications

6.1 Library charges and fines are subject to the Library Charges (England and Wales) Regulations 1991(the "Regulations") made under section 8 of the Public Libraries and Museums Act 1964 and the proposals in this report are in general accordance with those Regulations.

6.2 Where charges are made in accordance with the Regulations the amount and incidence of the charges are at the discretion of the Council as library authority.

6.3 The Council has a duty under the Regulations to display in a conspicuous place within each library premises occupied by it a notice which is easily readable specifying the library facilities made available by the authority for which it makes a charge in accordance with the Regulations and, in the case of each such facility, the amount of the charge or the basis on which the charge will be calculated.

7. Director of Finance's comments

7.1 The fees and charges have been reviewed and increased in line with inflation in order to remain resilient against rising costs and to ensure the financial sustainability of the libraries service.

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Signed by:

Stephen Baily
Director of Culture, Leisure and Regulatory Services



- Appendix 1: Library Service charges
- Appendix 2: Archive Service charges
- Appendix 3: Integrated Impact Assessment

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

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Signed by:
Cabinet Member for Culture, Leisure, and Economic Development



Appendix 1

Libraries Service current and **proposed** charges from 1 April 2024
Discounted rate for charities and Portsmouth City Council shown in (brackets)

Portsmouth Central Library Menuhin Room Hire

Menuhin Theatre				
Capacity: 1,536 square feet/ 142.7 square metres			Seating Capacity: 100	
Charges	Current	Current discounted rate for Charities and PCC	Proposed	Proposed Discounted rate for Charities and PCC
Hourly charge during library opening hours	£38.50	(£23.00)	<u>£41.00</u>	<u>(£24.50)</u>
Daily charge during library opening hours	£192.50	(£115.50)	<u>£205.00</u>	<u>(£123.00)</u>
Weekly charge during library opening hours	£962.50	(£577.50)	<u>£1,027.00</u>	<u>(£616.00)</u>

Outside of Central Library opening hours, (shown below), an additional charge of £26.50 per hour will be added to all Room bookings for the provision of an Attendant; to deliver security, access, and support for the duration of the event.

Central Library opening hours	Open	Close
Monday	09:30	17:00
Tuesday	09:30	18:00
Wednesday	09:30	18:00
Thursday	09:30	18:00
Friday	09:30	17:00
Saturday	10:00	15:30
Sunday	Closed	

Equipment charges per event:	Current	Current discounted rate for Charities & PCC	Proposed	Proposed discounted rate for Charities & PCC
Daily Projector & screen: <i>(please confirm if laptop is required)</i>	£15.00	N/A	£16.00	N/A
Weekly Projector & screen	£60.00	N/A	£64.00	N/A
Daily Flip chart	£10.00	N/A	£10.50	N/A
Weekly Flip Chart	£40.00	N/A	£42.50	N/A
Daily Piano (upright)	£23.00	(£22.00)	£24.50	(£23.50)
Weekly Piano (upright)	£92.00	(£88.00)	£98.00	(£93.50)
Daily: Piano (Steinway Model D Grand)	£45.00	(£40.00)	£48.00	(£42.50)
Weekly Piano (Steinway Model D Grand)	£180.00	(£160.00)	£192.00	(£166.50)
Piano tune £80.00	£75.00	N/A	£80.00	N/A
IT training suites	£20.00	(£18.00)	£21.00	(£19.00)
Reservations for Inter-Library Loans	£4.50	N/A	£5.00	N/A
Reservations for Music Sets	£18.00	N/A	£20.00	N/A

Appendix 2

Archive Service Charges

Portsmouth History Centre **proposed** charges 1 April 2024

Chargeable Description	Per	Current	Proposed
Baptism, Marriage & Confirmation Certificates	Certificate	£31.00	Retain
Digital/photography & High-Res images. <i>*For private research</i>	Per image	£7.00	Retain
Scan to CD Rom	Per CD	£1.00	Retain
Photography permits (for whole day use)	Per permit	£10.00	Retain
Images by external provider	-	At cost	Retain
Postage (minimum & additional cost)	-	£5.00	Retain
Research & Transcription fees	30 mins 60 mins	£15.00 £30.00	Retain Retain
Prints from microfilm and microfiche - not High-res	A4 B&W A3 B&W	£0.50 £1.00	Retain Retain
Staff supported copying	A4 B&W A3 B&W A4 Colour A3 Colour	£0.50 £1.00 £1.50 £1.50	Retain Retain Retain Retain



Appendix 3 Integrated Impact Assessment



Integrated Impact
Assessment Library ar