

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

Date of meeting: 8th February 2022

Subject: Library and Archive Charges 2022

Report by: Director of Culture, Leisure and Regulatory Services

Wards affected: All

Key decision: No

Full Council decision: No

1. Purpose of report

1.1 To review the fines and charges levied by Portsmouth Libraries and Archive Service in the areas of Central Library Room Hire and Portsmouth History Centre charges for services. To make recommendations to simplify the charging model, to reflect changing need and increase charges where benchmarking and commercial factors indicate this is appropriate.

2. Recommendations

2.1 **That the proposals provided in Appendix 1 for the increase in room hire charges for the Menuhin Theatre and Room D on the Third Floor Central Library are agreed and implemented from 1st April 2022.**

2.2 **That the proposals provided in Appendix 2 for the simplification of the charging model and increase in charges for the Portsmouth History Centre are agreed and implemented from 1st April 2022.**

3. Background

Fines and charges for Portsmouth Libraries and Archives have not been reviewed since 2018 and the proposals in this report seek to simplify and in places increase charges in areas where demand has changed, and pricing needs to be brought in line with that of neighbouring offers.

3.1 Room Hire Charges

The rooms referred to in this document are the Menuhin Theatre and Room D, situated on the Third Floor of Central library. These are now the only rooms available for short term room hire, as the rest have longer term tenants. That is room A, B, E and F. Room C has been re-purposed as a Photographic Store for

the city archive. The pricing model has been simplified by requiring a £25 per hour additional charge for bookings outside of library opening hours. This is essential to ensure that additional staffing costs are covered, when fulfilling a booking. It has removed a complex list of differing charges for evenings, Saturdays and Sundays hirings. The increases in prices approximate to 15% responding to the fact that although prices were reviewed in 2018, they have not increased in 12 years. Some benchmarking has been applied to ensure our charges are in-line with those of similar size spaces and setting. Previously prices were kept low as the service was experiencing difficulty in encouraging customers to book. However, we are now in a market where there is good demand for our rooms.

3.2 Portsmouth History Centre Charges

The review of History Centre charges also seeks to provide a simplified pricing, bringing together charges for digital images from a range of sources and formats. This reflects a growing demand in this area and a need to be able to apply the most appropriate mechanism for capturing the image, at the same cost. Charges also reflect Parochial Church Council pricing, including searching, required to provide Baptism, Marriage and Confirmation Certificates. Research charges have been benchmarked and increased in line with other Archive Services in the region. Transcription, for whatever purpose, will now be charged at the same rate as research, to enable flexibility and avoid dispute over charges.

3.3 Library and Archive Printing Charges

The current charges for A4 black and white print are 10p per sheet and A3 is 20p. These charges for print from digital sources and photocopy have remained constant for more than 15 years. From February 2022 the service will undertake a 2-month printing trial with a commercial company. This will enable print direct from smart devices, removing the need to log on to the library system and locate documents. This is a considerably enhanced service in terms of convenience for customers and enables all library costs to be wrapped up in a single charge. As the demand for print services is increasing for dockets, tickets, documents etc, there are opportunities for Libraries and Archives to provide this additional service to all residents and benefit from some income generation over time. To ensure this initial delivery can be provided within library budgets, charges will be 20p for A4 black and white copy and 40p for A3. Benchmarking indicates that this is in line with charges required by neighbouring library services offering similar services. The trial will be reviewed and if successful, this service will be adopted from April 2022 and the increased charges will be incorporated with other Library and Archive charges.

3.4 Other Library Charges

The service also makes charges related to the loan of items, reservation fees, Braille services and lost items. At this point, no further increase in costs, for these services is required, but all will be reviewed annually.

4. Reasons for recommendations

4.1 Charges for room hire.

To ensure charges are competitive and achieve income to support service budgets. In the case of out of opening hours bookings, to ensure that staff costs are covered and do not have a negative impact on income.

4.2 Charges for the History Centre

To ensure charges are competitive and achieve income to support service budgets. To simplify charges related to the provision of digital images and ensure charging for areas requiring staff time, e.g., research, transcription, document searching, is consistent and clear.

5. Integrated impact assessment

5.1 Integrated Impact Assessment at 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 taking into account the need to maximise income whilst ensuring that services remain competitive.

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Signed by:
Stephen Baily

Director of Culture, Leisure and Regulatory Services

Appendices:

Appendix 1 - Portsmouth Central Library Third Floor Room Hire - April 2022

Appendix 2 - Portsmouth History Centre Charges April 2022

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

Libraries and Archives Fines and Charges - Appendix 1
Portsmouth Central Library Third Floor Room Hire - April 2022
Discounted rate for charities and Portsmouth City Council shown in (brackets)

	Menuhin Theatre	Room D
Capacity - sq. Feet	1,536 sq feet	325 sq feet
Capacity - seating (pre-Covid)	100	20
Current hourly charge during library opening hours	£30.50 (£18.60)	£8.50 (£6.00)
Proposed hourly charge during library opening hours	£35.00 (£21.00)	£10.00 (£8.00)
Current daily charge during library opening hours	£152.50 (£93.00)	£42.50 (£30.00)
Proposed daily charge during library opening hours	£175.00 (£105.00)	£49.00 (£40.00)
Current weekly charge during library opening hours	£762.00 (£465.00)	£212.00 (£180.00)
Proposed weekly charge during library opening hours	£875.00 (£525.00)	£245.00 (£200.00)

Discounted rate for charities and Portsmouth City Council shown in (brackets)

<p><u>Outside of Central Library opening hours, shown below, an additional charge of £25.00 per hour will be added to all room bookings to provide an Attendant to deliver security, access, and support for the duration of the event.</u></p> <p>Availability will be checked before your booking is confirmed. Central Library opening hours are: Monday 9.30 - 17.00 Tuesday 9.30 - 18.00 Wednesday 9.30 - 18.00 Thursday 9.30 - 18.00 Friday 9.30 - 17.00 Saturday 10.00 - 15.30 Sunday Closed</p> <p>Equipment charges per event: Projector and screen: £15.00 - please confirm if laptop is required Flip chart: £10.00</p>
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**Libraries and Archives Fines and Charges - Appendix 2
Portsmouth History Centre Charges April 2022**

	Current charge	Proposed change	Reason for recommendation
New and increased charges			
Baptism, Marriage and Confirmation Certificates	£12.00	£31.00	To reflect Parochial Church Council fee including search, so all costs are wrapped up in a single charge
Research and transcription fees	30 mins - £14.00 60 mins - £27.00	30 mins - £15.00 60 mins - £30.00	Reflects increasing staff costs (A maximum of 3 hours is offered to customers)
Digital/photography and all high-resolution images. For private research Per image*		£7.00	Introduced to bring together charges for images via a range of formats
Retained charges - no change to price model			
Scan to CD Rom	£1.00 for CD	Retain	Retained to send large numbers of images - essential for private mail accounts.
Postage	£5.00 minimum and additional at cost.	Retain	This is retained as it flexibly encompasses changing postal charges.
Prints from microfilm and microfiche - not high resolution	A4 B&W 50p A3 B&W £1.00	Retain	This is retained as an alternative means of customers obtaining a record or image - cost reflects minimal staff input.
Staff supported copying	Black and white A4 50p A3 £1 Colour A4 £1.50 A3 £1.50	Retain	Staff make the copies for fragile and large books, documents, and maps
Photography permits (for whole day use)	£10	Retain	This was introduced 2015 to enable customers to use their own camera to record images for private use only.

Images by external provider	At cost	Retain	Passing on the cost of the specialist provider. NB there are likely to be associated staff costs for research etc
Deleted charges			
Vehicle registration log transcription	£14.00	Delete	Vehicle log and other transcriptions to be included as a charge for staff time - see Research and transcription fees
Scanning and photography	7x5 £5.00 8x6 £6.00 10x8 £7.00 12x10 £10.50	Delete	Incorporated in digital image charge
Email Images	£5.00	Delete	Incorporated in digital image charge

*If you are seeking to use images more extensively for publications, print or web, exhibitions, or events, please contact the Portsmouth History Centre to discuss your needs and your project.