

Barnsley Libraries

Fees and Charges Policy

Introduction - Legislation

The 1964 Public Libraries and Museums Act and The Library Charges (England and Wales) Regulations 1991 specify what local authorities can make charges for in relation to a public library service.

Key points include:

“No charge shall be made for lending any written material to any person where–

(a)it is the duty of the authority under section 7(1) of the 1964 Act to make facilities for borrowing available to that person;

(b)the material is lent in the course of providing such facilities to that person on any library premises;”

Examples of services a library authority can charge for, include:

- reserving for any person library material or library apparatus.... and for notifying that person that that material or apparatus has become available or is not available for borrowing or use by him;
- borrowed library material or library apparatus which is returned late;
- making library apparatus available for use on library premises;
- library apparatus, library material and any other equipment or thing used in providing the library service which is lost, damaged or destroyed by, or whilst on loan to, the person paying the charge;
- assisting or instructing a person how to use a computer;
- researching and for collating information for and at the request of a person;
- supplying library material which has been researched, collated, produced or copied by the relevant authority where the material becomes the property of the person to whom it is supplied;
- supplying copies of library material obtained from another library not maintained by the relevant authority or from a holder of records where the copies become the property of the person to whom they are supplied;
- providing a room or cubicle on library premises for the purpose of working or studying to which only the person paying the charge is for the time being permitted access;

However, the amount and the incidence of any charge shall be at the discretion of the relevant authority, and the relevant authority may make different provision for different cases including different provision in relation to different persons, circumstances or localities.

All Fees and Charges must be displayed in a conspicuous place within each library premises and, in the case of each such facility, the amount of the charge.

All current fees and charges relating to Barnsley Council can also be found on the Library Service's web pages.

Barnsley Libraries – Fees and Charges Policy

In 2019, the council agreed to remove some fees and charges in respect to libraries in order to remove barriers to their use and encourage more people to borrow the books and use the facilities. This was recognised as particularly important to support the education and development of children and young people and to improve accessibility for lower income individuals and families.

By law, many of the services provided by libraries come at no cost, including membership and book borrowing.

Free services

Our free services include:

- joining Barnsley Libraries
- first library membership card
- borrowing books, eBooks, audio and e-audio books, e-magazines and e-newspapers
- using our WiFi, computers with internet, and scanners
- printing, photocopying and scanning – for personal use (see below)
- using our online reference resources
- our reference facilities, which non-members can use
- reserving in-stock items (i.e. part of Barnsley Libraries stock)
- renewing an item
- room hire for community organisations

Printing & Photocopying – conditions of use

A printing and photocopying service is provided free of charge in Barnsley Libraries, but we ask that customers respect the following terms and conditions:

1. Think before you print – do you need to print a copy or could you save to your own device or to the cloud.
2. Always choose black & white – unless it is essential to print in colour e.g., for schoolwork

3. Limit the number of copies you print to a minimum

4. No printing or photocopying multiple copies for business purposes – this is a community service for personal use only, not a free business service, therefore it cannot be used for business flyers, posters, menus or other items you would normally expect to pay for as part of running a business or community organisation.

5. Individual customers are responsible for abiding by copyright legislation.

Library staff have the right to challenge inappropriate use of this service if the above terms are breached and will cancel any printing which they do not consider to be legitimate under these acceptable use guidelines.

Barnsley Council cannot be held responsible for any losses as a result of using the libraries' printing and photocopying services.

Services you pay for

Damaged or unreturned books:

We will charge you if:

- the item is damaged when returned
- you do not return the item at all

We will charge the full replacement cost of the book – as recorded on the catalogue entry.

Alternatively, a new and exact replacement copy (same or later edition) can be donated and accepted at the discretion of a Library Manager.

If no price is recorded on the catalogue entry, then a nominal charge of £10 will be made for each item.

Borrowing items not in stock in Barnsley Libraries:

- We will charge a 'not in stock' request fee if the book is not currently in stock or on order for Barnsley Libraries
- We will charge an additional Inter Library Loan (ILL) fee if we borrow an item from another library authority or The British Library
- We will always ask if you want us to borrow an item for you before proceeding with the request and incurring the additional charge.

Concessions

A reduced request fee is available for Over 60's.

Concessions if you are housebound:

If you have mobility or health problems, or have caring responsibilities, you can be registered as a housebound library member.

- Charges will be made for loss or damage as above

Returns Policy

If you are not satisfied with a purchase, then goods can be returned within 28 days of purchase, and an exchange or refund will be offered on the production of the receipt.

This policy only relates to items for sale. We do not offer refunds relating to fees and charges incurred.

Your statutory rights are unaffected.

Room Hire costs (excluding community organisations):

We have a range of rooms available for hire at our libraries.

Community organisations are able to book rooms free of charge during library opening hours.

Lowered rates are offered for charities and for repeat bookings during normal opening hours. You may also be able to hire a room outside of normal opening hours. There could be an extra charge for this.

Full Terms and Conditions are available on request.

Trusted Key Holders Scheme:

The Library Service also operates a Trusted Key Holder Scheme for use of libraries by community organisations or partners outside of staffed opening hours.

Account limits

Library cards are temporarily suspended when charges on an account reach our limit, currently set at £6.00.

Paying Fees or Charges

Library fees and charges can be paid online or with a card payment at the Library @ The Lightbox. Barnsley council is a cashless organisation.

Review of Fees and Charges

We regularly review our fees and charges with consideration of a number of factors such as inflation and other library services' charges. There is no automatic annual increase in fees and charges, but all increases will be advertised at least 3 weeks before implementation.

27th May 2025