



## **Library Charges - Photocopying/Printing/ British Library document supply**

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1. All personal photocopying and black & white printing is charged at 5p per side of A4. Charges are displayed beside the photocopier/printers. A3 and Colour printing is charged at 10p per side.
2. All payment is to be made to the library staff on an honesty system, with envelopes left out-of-hours for money to be 'posted' into the Book Return Box
3. If unable to pay at the time a record will be kept of money owing
4. Library services may be refused at the Librarian's discretion where there are unpaid charges
5. See Subscription Membership charges for services to non-eligible members

### **For registered, eligible members (see Membership Entitlements)**

6. Printing/copying of literature search results and full text journal articles is free of charge
7. Document supply items received from the British Library (BL) incur a charge, but up to 20 per person per year will be provided free of charge by the library (unless otherwise agreed). Before ordering, a verbal confirmation is requested that the item is definitely required. Further BL requests can be paid for at the current BL charges rate

### **Library Charges – Book loans**

Fines are not charged for overdue books, but the full cost of the books/items will be charged if damaged or not returned (see Overdue Books Policy), with an additional administrative charge (currently £20)