

## Libraries schedule of charges 2026



LATE RETURN CHARGES	2026 £	2026 CONCESSION £
Daily charge: aged 0 – 17	0.00	0.00
Daily charge: aged 18 +	0.20	0.10
Maximum charge (books)	18.60	9.30
Maximum charge (audio visual items)	21.60	10.80
British Library loans	At cost	At cost
Lost items	At cost	At cost
Damaged items	At cost	At cost

REPLACEMENT LIBRARY CARD	2026 £	2026 CONCESSION £
Aged 0 – 17	1.70	0.85
Aged 18 +	3.40	1.70

  

REPLACEMENT RICHMOND CARD	2026 £	2026 CONCESSION £
Richmond Card (first replacement)	0.00	0.00
Richmond Card (subsequent replacements)	5.00	5.00

RESERVATION CHARGES	2026 £	2026 CONCESSION £
<b>(a) Items in stock in Richmond upon Thames</b>		
All ages	0.00	0.00
<b>(b) Items in stock in the SELMS Consortium</b>		
All ages (Statutory Fixed Charge)	4.00	4.00
<b>(c) Items not in stock in the SELMS Consortium</b>		
Inter-Library Loan reservations	At cost (min. £13.00) Reservation placement fee non-refundable. Balance due upon completion	50% of cost (min. cost £6.50) Reservation placement fee non-refundable. Balance due upon completion
Inter-Library Loan renewals	At cost	At cost

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RESERVATION CHARGES	2026 £	2026 CONCESSION £
<b>(d) Items from the British Library</b>		
British Library reservations	At cost (min. £17.00) Reservation placement fee non-refundable. Balance due upon completion	At cost (min. £8.50) Reservation placement fee non-refundable. Balance due upon completion
British Library reservation renewals	At cost	At cost
Standard Service – electronic, scanned and mail	At cost	At cost
British Library penalties	At cost	At cost
<b>(e) Reservations for and loan of drama sets and vocal scores</b>		
Up to 25 parts	26.40	26.40
26 – 50 parts	52.80	52.80
51 – 75 parts	79.20	79.20
76 – 100 parts	105.60	105.60
Charge for defaced drama sets and vocal scores per item	At cost [charge passed on from lending authority]	At cost [charge passed on from lending authority]

Overdue charge – a repeat loan charge is made once the requested return date has passed.  
Part-returns will not be accepted.

NOTIFICATION CHARGES	2026 £	2026 CONCESSION
Postal notifications	At cost	At cost
Email notifications	0.00	0.00
Email pre-notifications	0.00	0.00

MEDIA HIRE CHARGES	2026 £	2026 CONCESSION £
Audio books	0.00	0.00
DVD - U / E / PG	0.80	0.80
DVD - 12A / 12	1.00	1.00
DVD - 15	1.00	1.00
DVD - 18	1.00	1.00
DVD Box set – U / E / PG	3.00	3.00
DVD Box set – 12A/12	5.00	5.00
DVD Box set – 15	5.00	5.00

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MEDIA HIRE CHARGES	2026 £	2026 CONCESSION £
DVD Box set – 18	5.00	5.00
DVD Instructional	1.00	1.00
Language course – short	1.90	0.95
Language course – full	4.00	2.00
Language course – English language	0.00	0.00

PHOTCOPYING, PRINTING AND DIGITAL IMAGES	2026 £	2026 CONCESSION £
A4 photocopy – black / white	0.20	0.20
A4 photocopy – colour	1.00	1.00
A3 photocopy – black / white	0.40	0.40
A3 photocopy – colour	2.00	2.00
A4 printing – black / white	0.20	0.20
A4 printing – colour	1.00	1.00
A4 reader – printer	0.50	0.50
A3 reader – printer	1.20	1.20

LOCAL STUDIES AND ARCHIVE – INFORMATION AND REFERENCE LIBRARY	2026 £	2026 CONCESSION £
<b>(a) Self-service photography (applies to Information &amp; Reference Library materials with copyright disclaimer)</b>		
1 – 50 images – educational	8.70	8.70
1 – 20 images – non-commercial	8.70	8.70
1 - 10 images – commercial use	17.30	17.30
<b>(b) Photographic orders: commercial use</b>		
1 – 5 images (per image)	181.00	181.00
Additional images (per image)	18.30	18.30
<b>(c) Research fees</b>		
First 15 minutes	0.00	0.00
Per hour or part hour	33.90	33.90

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LOCAL STUDIES AND ARCHIVE – INFORMATION AND REFERENCE LIBRARY	2026 £	2026 CONCESSION £
<b>(d) Staff assisted scanning</b>		
Digital image A4 or A3	3.50	3.50
Digital image oversized	7.00	7.00

ICT SERVICES	2026 £	2026 CONCESSION £
People's Network – library member	0.00	0.00
People's Network – visitor	0.00	0.00
Wi-Fi	0.00	0.00

LIBRARY EVENTS / ACTIVITIES	2026 £	2026 CONCESSION £
Author events	At cost	At cost
Adult Library events	At cost	At cost
Know your place events	At cost	At cost
ICT Basic Taster Sessions	0.00	0.00
Family Learning events	0.00	0.00
Baby Rhyme Time / Story time	0.00	0.00
Children's author events	0.00	0.00
Children's activity events	At cost	At cost

MERCHANDISE	2026 £	2026 CONCESSION £
Greeting cards	1.50-4.90	1.50-4.90
A5 Notepad	1.25	1.25
A4 Notepad	1.25	1.25
Document wallet	0.25	0.25
Pen/pencil	0.25	0.25
Envelope A4/A5	0.25	0.25
USB flash drive	At cost	At cost
Stylus pen	1.85-3.00	1.85-3.00

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HALL AND MEETING ROOM HIRE (per hour unless otherwise stated)	2026 £	2026 CONCESSION £
Ham Library Community Space	33.00	16.50
Ham Library IT suite	16.50	8.25
Information & Reference Library Old Town Hall Riverside Room - outside normal opening hours Flat rate 3 hour booking 7-10 pm	260.00	N/A
Information & Reference Library Old Town Hall - Seminar Room	33.00	16.50
Information & Reference Library Old Town Hall Whittaker Ellis Suite	43.00	21.50
Information & Reference Library Old Town Hall Whittaker Ellis Suite - outside normal opening hours Flat rate 3 hour booking 7-10 pm	220.00	N/A
Richmond Library Hawkins room	33.00	16.50
Richmond Library Annexe Full hall hire & kitchen	66.00	33.00
Richmond Library Annexe Small hall hire	33.00	16.50
Richmond Library Annexe Workspace (monthly charge)	154.00-205.00	133.00-185.00 (borough resident)
Teddington Library Workspace (monthly charge)	154.00-205.00	133.00-185.00 (borough resident)
Twickenham Library Arthur Burrell Room	33.00	16.50
Twickenham Library Lecture Room	33.00	16.50
Whitton Library Community Space	33.00	16.50