

Fees and Charges

2012

Fine per item for overdue material

| | |
|----------------------------|---------------------------------------|
| Normal loan | 20p per day |
| Recalled item | 40p per day |
| 2 Day and 7 Day loan | 40p per day |
| Short loan | £3.00 per day or part of a day |
| Overnight and 24 hour loan | 40p per day |
| Use in the Library only | 40p per day |
| Locker key | £5.00 per day or part of a day |

Replacement Charges per item

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|--|---|
| Library card | £2.35 |
| Locker key | £20.00 |
| Books, journals and audio-visual material which can be replaced | Replacement cost plus £7.00 handling charge |
| Books, journals and audio-visual material which cannot be replaced | a minimum of £40.00 plus £7.00 handling charge |
| Damaged items which can be repaired | The cost of the repair plus £7.00 handling charge |
| Damaged items which cannot be repaired | Replacement cost plus £7.00 handling charge |

Misconduct in the Library

 Fine per episode **£7.00**

Photocopying

| | A4 b/w per copy | A3 b/w per copy | A4 colour per copy | A3 colour per copy |
|--|-----------------|-----------------|--------------------|--------------------|
| Self-Service photocopying using public copiers | 6p | 12p | 50p | £1.00 |
| Staff-operated photocopying service (University Departments) | 9p | 15p | N/A | N/A |

Printing Services

| | PC Zone printers per A4 sheet | Reader Printers per copy |
|-----------------------|-------------------------------|--------------------------|
| Self-Service Printers | 5p | 12p |
| Sales – Acetates | 6p (students) | 7p (non students) |

Please note: external users wishing to make self-service copies for commercial use must apply to the service desk as they will be charged an additional £9.00 copyright fee per article copied.

External Membership

| | Reference Use | Borrowing |
|--|---|---|
| Alumni | No charge | £30 full year £10 3 months |
| Alumni Convocation Appeal | No charge | No charge |
| Colleges-University of Leicester Network (C-ULN) - Academic and Academic related staff | No charge | No charge |
| Colleges-University of Leicester Network (C-ULN) - Students | No charge with signed validation. Access permitted only after 6pm weekdays and at weekends and excludes, Jan., May and June | Not available |
| College and school students studying A/AS levels, International Baccalaureate or equivalent – and who are non C-ULN members and in Leicester, Leicestershire and Rutland | No charge with signed validation. Access permitted only after 6pm weekdays and at weekends and excludes, Jan., May and June | Not available |
| Leicester Medical Society | No charge | No charge |
| Mathematical Association | No charge | No charge |
| Members of the public aged 19 and over who are not students | No charge | £60 full year £20 3 months |
| Museum staff working in museums in Leicester, Leicestershire and Rutland | No charge | £30 full year £10 3 months |
| Museum staff nominated by the Head of Heritage Leicestershire County Council | No charge | No charge |
| NHS staff (Leicester & Leicestershire) | No charge | £30 full year £10 3 months |
| SCONUL Access borrowing membership | No charge | No charge |
| SCONUL Access reference membership | No charge | £60 full year £20 3 months |
| Students from HE Institutions without SCONUL Access membership | No charge. Access permitted only during University of Leicester vacations | £60 full year £20 3 months |
| Teachers employed in Leicester, Leicestershire, and Rutland | No charge | £30 full year £10 3 months |
| Teachers employed in Partnership Schools (as specified by the School of Education) | No charge | No charge |

Document Supply

| | Annual Inter-Library Loan Quota |
|---|---------------------------------|
| Academic staff, University staff grade 6 and above, emeritus professors, and Research postgraduates | 25 |
| Taught course postgraduates and PGCE, excluding certificate students | 15 |
| Certificate postgraduates, undergraduates and intercalating students, University staff grades 1 to 5, occasional/temporary academic staff and teaching assistants | 5 with signature |

Inter-Library Loans (ILL)

| | From Quota | Over Quota or charged rate |
|--|------------|------------------------------|
| Electronic article from the UK | 1 | £7.80 |
| Photocopied article from the UK | 1 | £9.00 |
| Loan from the UK | 1 | £12.00 |
| Renewal (Single renewal per loan) | 1 | £4.00 |
| Copyright cleared article | N/A | £9.00 + copyright fee |
| Extended search | 1 | £12.00 |
| Worldwide loan | 8 | £62.50 |
| Worldwide article | 8 | £67.00 |
| Worldwide request when item cannot be supplied | 3 | £28.00 |
| UMI Proquest Thesis | 5 | £40.00 |

Urgent Action

| | | |
|---------------------------------|------------|-------------------------------|
| Article – electronic (2 hours) | N/A | £32.40 + copyright fee |
| Article – electronic (24 hours) | 3 | £21.80 |

Other Charges

| | | |
|--------------------------|--|-------|
| Uncollected items | | £7.00 |
| Lost or damaged ILL item | Charge made by the lending library plus £7.00 handling charge per item. Note: the British Library minimum is £169.92 | |

Distance Learning Services

| | From Quota | Over Quota or charged rate |
|------------------------------|--|------------------------------------|
| Photocopying per A4 b/w copy | No charge | 9p plus postage and packing |
| Postal book loans | No charge for supply, but the user pays for the return | |

Mathematical Association

| | Charges |
|---|---|
| Photocopying per A4 b/w copy | 11p plus postage and packing |
| Postal book loans of Mathematical Association books | Postage and packing for supply and the user pays for the return |

If you require further information or wish to comment upon these charges, please contact:

Ms Jo Aitkins (Head of Public Services)
 University Library
 PO Box 248
 University Road
 Leicester
 LE1 9QD

Telephone: 0116 252 5180 – Email: jua1@le.ac.uk

