

Fees and Charges

2017/18

Fine per item for overdue material

Normal loan – External borrowers only No charge for students and staff	20p per day or part of a day
Books from other Libraries via Document Supply	20p per day or part of a day
Recalled, Held or use in the Library only	50p per day or part of a day
Locker key	£5 per day or part of a day
Netbook	£5 per 24 hour period or part of 24 hour period

Misconduct in the Library

Fine per episode	£7
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Printing and photocopying charges per sheet

	A4 single-sided	A3 single-sided	A4 double-sided	A3 double-sided
Black and White	5p	7p	7p	14p
Colour	20p	40p	38p	76p
Coin-operated photocopying Black and White	5p	10p	N/A	N/A
Staff-operated photocopying	9p	15p	N/A	N/A

Scanning charges per page

	A4	A3
Scanning to email	No charge	No charge

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 copyright fee per article copied.

Replacement charges per item

Library card	£6.00
Locker key	£20
Books, journals and audio-visual material which can be replaced or repaired	Replacement or repair cost plus £7 handling charge
Books, journals and audio-visual material which cannot be replaced or repaired	The higher of original acquisition cost or £40 plus £7 handling charge
Netbook	£288

Special Collections copying charges

	Standard charges	UoL member (up to 10 copies/scans each occasion)	Remote orders
Self-service digital photography	No charge	No charge	N/A
Photocopying Black and White	50p A4 & A3	9p A4; 15p A3	Standard charges apply. £5 minimum charge + postage.
Photocopying Colour	60p A4 & A3	40p A4 & A3	
Scanning (up to A3)	£1 (jpeg, 200dpi)	50p (jpeg 200dpi)	

External membership fees

	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.	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	Access permitted only after 6pm weekdays and at weekends and excludes, peak study and examination periods. See staff for details	
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 Assistant Director Communities and Wellbeing, 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 quotas

	Annual Document Supply Quota
University staff, emeritus professors, and full-time campus-based research students	25
Taught postgraduate students including PGCE, excluding certificate students	15
Undergraduate, postgraduate certificate and intercalating students, visiting academic staff and teaching assistants	5 with signature
Distance learning research students and part-time campus-based research students	25
Distance learning taught postgraduate students	25
Distance learning undergraduate students	10

Document supply quota reductions and charges

	From Quota	Over Quota or charged rate
Electronic article from the UK	1	£6.50
Electronic article scanned from print from the UK	1	£13
Photocopied article from the UK	1	£13
Loan from the UK	1	£16
Renewal (Single renewal per loan)	1	£5
Copyright cleared article	N/A	£13 plus copyright cleared fee
UMI Proquest Thesis	5	£45
Non UK loan or article	5	Please order direct via the British Library Find It For Me or Get It For Me services http://www.bl.dss.bl.uk/BLDSS/
Urgent action item	N/A	Please order direct via the British Library Document Supply Service http://www.bl.dss.bl.uk/BLDSS/

Other Charges

Uncollected items	£7
Lost or damaged ILL item	Charge made by the lending library plus £7 handling charge per item. Note: the British Library minimum is £200

Distance Learning Services quota reductions and charges

	From Quota	Over Quota or charged rate
Photocopies and document supply	1 per photocopy For Document supply see above	9p per A4 single sided Black and White copy plus postage and packing. For Document supply see above
Postal book loans	No charge for supply; the user pays for the return	

Mathematical Association charges

Photocopying	11p per A4 single sided Black and White copy plus postage and packing
Postal loans of Mathematical Association books	Postage and packing for supply; the user pays for the return

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

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