

GOVAN MBEKI MUNICIPALITY
PUBLIC LIBRARY SERVICES
PROPOSED PUBLIC LIBRARY TARIFFS 2009/2010

1. MEMBERSHIP FOR BOOK BORROWING

1.1 Residents of Govan Mbeki

(i.e. residents with Govan Mbeki Municipality water and electricity accounts)

1.1.1 Adults: (i.e. persons older than 21 years) (Employees of Govan Mbeki Municipality included):

R45.00 (R35.00) deposit per person (current members only to pay on renewal of membership).

Maximum of four (4) books (non-computerised libraries)

Maximum of six (6) items (computerised libraries)

This is a one-time payment, payable on registration as a member of the book borrowing section of a library and is refundable on cancellation of membership. On re-registration members must pay the difference between the old and the new amounts.

Extra books

After one (1) year membership, an adult will, if he/she is a member in good standing and has never been blacklisted, on request and on payment of an additional deposit of **R20.00**, be able to borrow 2 extra books.

1.1.2 Persons younger than 21 years of age: (i.e. children) (Children of employees of Govan Mbeki Municipality included):

R25.00 deposit per child for a family of one or two children (current members only to pay on renewal of membership).

Maximum of two (2) books (non-computerised libraries)

Maximum of four (4) items (computerised libraries)

If there are more than 2 children in a family the other children may join for free.

This is a one-time payment, payable on registration as a member of the book borrowing section of a library and is refundable on cancellation of membership. On re-registration members must pay the difference between the old and the new amounts.

Adults are advised not to borrow adult items on children's membership and allow their children to develop a reading habit from an early age.

Children older than 8 years:

A child older than 8 years, if he/she is a member in good standing and has never been blacklisted, will, on request and on payment of an additional **R15.00 (R20.00)** deposit, be able to borrow 2 extra books.

1.1.3 Persons older than sixty (60) years and persons receiving a disability pension:

In the case of persons older than sixty (60) years, who can prove that they are older than sixty years, and persons receiving a disability pension, who can provide a disability pension number, the **deposit will be waived**.

Pensioners, residing with somebody living in a non-permanent dwelling (i.e. caravan), **R 45.00 (R35.00)** deposit per person. This is a one-time payment, payable on registration as a member of the book borrowing section of a library and is refundable on cancellation of membership.

A pensioner, if he/she is a member in good standing and has never been blacklisted, will, on request, be able to borrow 2 extra books.

1.1.4 Organizational member:

(i.e. an adult who, on behalf of any organization or similar body, applies for membership)

R250.00 (R200.00) deposit per person [maximum of thirty (30) books].

This is a one-time payment, payable on registration as a member of the book borrowing section of a library and is refundable on cancellation of membership. On re-registration members must pay the difference between the old and the new amounts.

1.1.5 Departmental member:

(i.e. an employee of Govan Mbeki Municipality who, on behalf of a department of the said municipality, applies for membership)

R250.00 (R200.00) deposit per person

Maximum of four (4) books (non-computerised libraries)

Maximum of six (6) items (computerised libraries)

A letter, signed by the head of the department, and stating the vote number to recover the specified deposit, must be supplied.

This is a one-time payment, payable on registration as a member of the book borrowing section of a library and is refundable on cancellation of membership. On re-registration members must pay the difference between the old and the new amounts.

1.1.6 Households headed by a child:

A child, who heads a household and is unable to afford the deposit of **R45.00 (R35.00)**, may apply, in writing, for discretionary waiver. A letter of recommendation from the school master, minister of religion, councillor or any other person in their official capacity must accompany this application. The final decision lies with the Head of the Department.

1.1.7 Payment of Deposit by Installments:

Should a person not be able to afford to pay the deposit in one lump sum, he may pay it off in installments. Once the amount is paid in full such person will be issued with a certificate of membership.

1.2 Persons renting property within the jurisdiction of Govan Mbeki who are without Pre-paid or other accounts, or without an official letter from their landlord

Persons renting property within the jurisdiction of Govan Mbeki and without Pre-paid or other accounts, or without an official letter from their landlord confirming payment of rates and taxes, may apply for External membership.

1.3 Govan Mbeki Residents with Pre-paid Accounts in their own name and Farm owners within the jurisdiction of Govan Mbeki with ESCOM accounts in their own name

Proof of residential address and account number must be supplied to register as a Govan Mbeki residential member.

In case of failure to supply proof of residence and account number a person may apply for External membership.

1.4 External Members (Visitors, Students, Contract Workers) (See also 1.2 and 1.3)

R250.00 (R200.00) deposit per person for books only.

This is a one-time payment, payable on registration as a member of the book borrowing section of a library and is refundable on cancellation of membership. On re-registration members must pay the difference between the old and the new amounts.

2. FEES PAYABLE FOR THE BORROWING OF OTHER LIBRARY ITEMS

2.1 Borrowing of Art Prints (External Members excluded)

Adults:

R45.00 (R35.00) deposit if the person has not already paid the deposit/fee for the book borrowing section. This is a one-time payment, payable on registration and is refundable on cancellation of membership;

Plus

R150.00 (R100.00) non-refundable fee per year per art print, payable in advance.

The year to be reckoned from 1 January - 31 December. Should a person start making use of this facility after 30 June the fee will be **R75.00 (R50.00)** for the remainder of that year.

2.2 Borrowing of Magazines (External Members excluded)

Adults:

R45.00 (R35.00) deposit if the person has not already paid the deposit/fee for the book borrowing section. This is a one-time payment, payable on registration and is refundable on cancellation of membership;

Plus

R2.00 (R1.50) non-refundable fee per magazine each time a magazine is borrowed.

2.3 Borrowing of Music Items (External Members excluded)

Adults:

R45.00 (R35.00) deposit if the person has not already paid the deposit/fee for the book borrowing section. This is a one-time payment, payable on registration and is refundable on cancellation of membership;

Plus

R6.50 (R6.00) non-refundable fee per music item each time a music item is borrowed.

2.4 Borrowing of Videos (External Members excluded)

Adults:

R45.00 (R35.00) deposit if the person has not already paid the deposit/fee for the book borrowing section. This is a one-time payment, payable on registration and is refundable on cancellation of membership;

Plus

R21.50 (R21.00) non-refundable fee per video each time a video is borrowed.

Children:

R25.00 deposit if the person has not already paid the deposit/fee for the book borrowing section. This is a one-time payment, payable on registration and is refundable on cancellation of membership;

Plus

R21.50 (R21.00) non-refundable fee per video each time a video is borrowed.

2.5 UNISA Branch Libraries

2.5.1 Students of UNISA:

R45.00 (R35.00) deposit as member of the UNISA branch library if the person has not already paid the deposit/fee for the book borrowing section of the library.

2.5.2 Any other person:

R250.00 (R200.00) refundable deposit per book. This is payable on registration as member of the UNISA branch library ('Open' TSA books only)

2.5.3 Any person who can produce an identity document may use UNISA books inside the libraries free of charge.

2.5.4 Any person, not a student of UNISA and who cannot produce an identity document may use UNISA SA books inside the libraries on payment of **R250.00 (R200.00)** refundable deposit, per book used at a time.

3. RESERVATION OF LIBRARY MATERIAL

3.1 Of all items

R3.50 (R3.00) administration fee for each reservation, whether the item is received or not.

3.2 Inter-library loans from libraries which charge State Library Inter-library loan fees

R25.00 per item whether the item is received or not, plus the fee laid down by the State Library.

4. FINES ON OVERDUE LIBRARY MATERIAL

4.1 Fines on overdue items borrowed

R0.40 per item per day.

Plus

R3.00 administration fee for each reminder (phone call, sms, e-mail, registered letter, etc)

5. LOST AND DAMAGED LIBRARY MATERIAL

5.1 Books and other loan items

A member, against whose membership library material gets lost or damaged, will be responsible for payment of the current purchase price thereof.

Where an exact copy in the same format is no longer available, the original publishing date, original price and average current price of library material in the same category are taken into consideration when the current purchase price is determined.

In the case of a book where damage is limited to the book cover and the book can still be made available for loan if rebound or mended, the actual price of rebinding or mending (at present **R80.00** (**R75.00**)) is payable.

5.2 Replacement of membership card

R6.00 per borrower's pocket or **R20.00** per laminated membership card.

5.3 Replacement of lost or damaged cassette, or compact disc cases or compact disc inner holder

R7.00 (R6.00) per case or holder.

5.4 Lost book covers

R20.00 per lost book cover.

6. USE OF THE COMPUTERS AND PRINTERS

6.1 Use of the Computers (except eMbalenhle Computer Centre)

Students and scholars who can produce a letter of competence from a lecturer in, or Department of Computer Science of a tertiary institution or school, where he is enrolled:

R10.00 per hour (**R5.00 for up to 30 minutes** to make changes to saved documents).

All other persons over the age of 16 years **R20.00** per hour (**R10.00 for up to 30 minutes** to make changes to saved documents).

6.2 Internet and e-mail fees (except eMbalenhle Computer Centre)

Fees are payable in advance.

R10.00 per 30 minutes is payable for Internet searches and e-mail. This is the minimum fee payable.

6.3 eMbalenhle Computer Centre

6.3.1 Scholars

Scholars, who can produce proof of enrollment of a school, could register as a Registered Scholar. Proof of enrollment must be produced annually.

Computer and Internet facilities **free of charge for 1x30 minute session per week**. This session should be booked in advance.

R2.00 per 30 minutes is payable for all other Internet searches and e-mail. This is the minimum fee payable. A **maximum of 1 hour** is allowed per session to free up computers to other users.

Tariffs for the use of printer facilities will be the same as Par 6.4

6.3.2 Other users

A student who can produce a letter of competence from a lecturer in, or Department of Computer Science of a tertiary institution where he is enrolled:

R10.00 per hour (**R5.00 for up to 30 minutes** to make changes to saved documents).

All other persons over the age of 16 years **R20.00** per hour (**R10.00 for up to 30 minutes** to make changes to saved documents).

Tariffs for the use of printer facilities will be the same as Par 6.4

6.4 **Use of the Printer**

- * Black and white documents (without any graphics) – **R1.80** per page (**R1.50**)
- * Documents with black & white graphics – **R2.50** per page (**R2.00**)
- * Documents printed in colour (without any graphics) – **R4.00** per page (**R3.50**)
- * Documents with coloured graphics – **R5.50** per page (**R4.50**)
- * A-4 size colour picture – **R6.00** per page (**R5.00**)
- * A-4 size colour slides or photographs – **R8.00** per slide or photograph (**R7.00**)

6.5 Use of the Scanner:

- * A-4 size colour picture or photograph – **R9.00** per page (**R8.00**)

7. **OTHER SERVICES**

7.1 **Photocopier facilities**

Under the Copyright Act 98 of 1978 the photocopying of a whole book is a criminal offence and only a small portion of a book may be photocopied.

7.1.1 Made with library's own photocopier:

* **R0.50** per A4 page

* **R1.00** per A3 page

A maximum of 40 photostats per person per occasion is allowed.

7.1.2 Made on the photocopiers provided by private enterprise:

The fees of the machines provided by private enterprise, which cost the Council nothing and from which the Council receives no monies, remain unaffected by the fees promulgated here.

7.2 Telefax

7.2.1 Sending:

R4.50 per page. **[NO INTERNATIONAL TELEFAXES WILL BE SENT]**

7.2.2 Receiving:

R3.00 per page **(R2.00)**

7.3 Using Library Electricity

7.3.1 Using Laptops connected to Library electrical outlets:

R6.00 per hour or part of an hour **(R5.00)**

7.3.2 Charging of cell phones at Library electrical outlets:

R6.00 per hour or part of an hour **(R5.00)**