

Reservation Charges	
Books in stock or on order in West Berkshire	FREE
Books in stock or on order in SELMS** libraries	£4*
Email notification that your reserved item is available	FREE

\* This is an admin charge and is not refundable if your item cannot be supplied

\*\* SELMS is a partnership of libraries working together to improve and widen access to resources for their customers

## Overdue Charges\*

\*There are no overdue charges for anyone aged 75 or over

Please return your books by the date they are due back. Items returned after the library is closed may incur a late charge. If no-one is waiting for the items it may be possible to renew them by one of these methods:

- Via the **West Berkshire Libraries app**
- Online: **[www.westberks.gov.uk/libraries](http://www.westberks.gov.uk/libraries)**
- Email: **[library@westberks.gov.uk](mailto:library@westberks.gov.uk)**
- Telephone or visit any West Berkshire library

If items are not returned on time, the following charges apply:	
Books and audiobooks for children	10p per day
Books and audiobooks for adults	35p per day

Photocopying and Printing Charges	
A4 Black and white	25p
A4 Colour	80p
A3 Black and white	50p
A3 Colour	£1.50
Microfilm copying (at Newbury Library only)	35p



Room Hire		
Hourly Hire Rates	During Opening Hours	Outside Opening Hours
Newbury Library, Carnegie Lounge	£25 per hour	Not available
Newbury Library, Advice Point	£16 per hour	Not available
Theale Library	Not available	£24 per hour
All other libraries	Not available	£14 per hour

Reduced room hire rates available for WBC/charity/local non-profit organisations – please contact [library@westberks.gov.uk](mailto:library@westberks.gov.uk)

Other Charges	
Vocal scores, orchestral and play sets, monthly charge	From £8
Book group annual subscription	£35

**Charges totalling £25 or more not reduced within 14 days will be referred to a debt recovery agency. This will incur an additional £15 administration charge.**

## How to Pay Library Charges

**Card Payment:** Pay your library charges by debit card at self-service kiosks in any of our libraries – minimum payment 50p.

**Online:** Log in to your account to pay charges online through our library catalogue at: [www.westberks.gov.uk/libraries](http://www.westberks.gov.uk/libraries)

**Failure to receive an email notice will not be accepted as a valid reason to avoid paying library fines.**

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