



**SCHEDULE "13"**

**EKURHULENI METROPOLITAN MUNICIPALITY  
TARIFFS FOR LIBRARIES AND INFORMATION SERVICES**

In terms of the relevant legislation the Ekurhuleni Metropolitan Municipality at a meeting held on **20 April 2011** resolved to amend the Tariffs for Libraries and Information Services with effect from **1 July 2011**, as follows:

|                  |   |
|------------------|---|
| <b>RESIDENT:</b> | Person residing within the boundaries of Ekurhuleni Metropolitan Municipality (EMM)<br>Person owning property within the area and who is paying rates and taxes<br>Company or group that is situated and conducts business within the boundaries of the EMM<br>EMM staff residing outside Ekurhuleni borders (excluding family members) |
|------------------|---|

| 1.  | MEMBERSHIP CATEGORY | DESCRIPTION  | REQUIREMENTS FOR MEMBERSHIP APPLICATION  | RESIDENT APPLICABLE FEE | NON RESIDENT APPLICABLE FEE  |
|-----|---------------------|--|--|-------------------------|--|
| 1.1 | ADULT               | Person 18 years and older and legally deemed to be a major | <p><b>1.1.1 Users: Formal settlements:</b></p> <ul style="list-style-type: none"> <li>• Identity document / Passport</li> <li>• Water and lights account or Current account / statement of a recognized company / institution indicating physical address</li> <li>• 2 x personal references</li> </ul> <p><b>1.1.2 Users: Informal settlements</b></p> <ul style="list-style-type: none"> <li>• Identity document/Passport</li> <li>• Proof of stand allocation on EMM housing waiting list or Letter of introduction and confirmation of EMM physical address on proforma from: <ul style="list-style-type: none"> <li>- Ward Councillor</li> <li>- Friend or family member residing in Ekurhuleni providing proof of physical address,</li> </ul> </li> </ul> <p><b>or</b></p> <ul style="list-style-type: none"> <li>- Current account/statement of recognized company/ institution indicating physical address</li> </ul> <p><b>1.1.3 Users living permanently in caravan parks, hotels or boarding houses</b></p> <ul style="list-style-type: none"> <li>• ID Document/Passport</li> <li>• Letter of introduction and confirmation of permanent residence from owner of caravan park, hotel or boarding house</li> <li><b>or</b> Current account / statement of recognized company / institution indicating physical address</li> <li>• 2 x personal references</li> </ul> | FREE                    | Per annum:<br>R 110,00<br>Pensioner:<br>R 60,00<br>Family fee:<br>R 330,00 |

| 1.  | MEMBERSHIP CATEGORY    | DESCRIPTION   | REQUIREMENTS FOR MEMBERSHIP APPLICATION   | RESIDENT APPLICABLE FEE | NON RESIDENT APPLICABLE FEE |
|-----|------------------------|---|---|-------------------------|-----------------------------|
| 1.2 | MINOR                  | Person from birth up to 18 years of age<br><b>Includes:</b> Any person not legally deemed responsible   | <p><b>1.2.1 Users formal settlements</b></p> <ul style="list-style-type: none"> <li>• Parent / Guardian signature</li> <li>• Identity document / passport of parent or guardian <u>or</u> birth certificate of minor</li> <li>• Water and lights account Current account / statement of a recognized company / institution indicating physical address</li> <li>• 2 x Personal references</li> </ul> <p><b>1.2.2 Users informal settlements</b></p> <ul style="list-style-type: none"> <li>• Parent / Guardian signature</li> <li>• Identity document / passport of parent or guardian</li> <li>• birth certificate of minor</li> <li>• Letter of introduction and confirmation of EMM physical address on proforma from: <ul style="list-style-type: none"> <li>- Ward Councillor</li> <li>- Friend/family member or</li> <li>- Class teacher (in exceptional cases)</li> </ul> </li> <li>• Current account / statement of recognized company / institution</li> </ul> | FREE                    | R 60,00 per annum           |
| 1.3 | VISITOR                | Adult or minor person visiting a resident, studying at an institution or work temporarily within the Ekurhuleni Metro for a period not exceeding three (3) months | <ul style="list-style-type: none"> <li>• Identity document / Passport</li> <li>• Letter of introduction and confirmation from resident / institution / work and proof of physical address</li> <li>• Permanent address of visitor</li> </ul>  | Not applicable          | R 60,00 fee                 |
| 1.4 | EDUCATIONAL / REMEDIAL | Individual membership for specific educational or remedial purposes other than personal use   | <p>1.4.1 Individual</p> <ul style="list-style-type: none"> <li>• As in 1.1</li> </ul>   | FREE                    | R 110,00 per annum          |

| 1.  | MEMBERSHIP CATEGORY        | DESCRIPTION   | REQUIREMENTS FOR MEMBERSHIP APPLICATION  | RESIDENT APPLICABLE FEE | NON RESIDENT APPLICABLE FEE |
|-----|----------------------------|---|--|-------------------------|-----------------------------|
|     | Individual                 | <b>Includes:</b><br>professionals such as teachers, parents registered for home schooling, occupational therapists, psychologists   | <ul style="list-style-type: none"> <li>• Proof of educational / Remedial / reading activities</li> </ul>   |                         |                             |
|     | Group                      | <b>Includes:</b> Reading circles, day mothers, playgroups, crèches  | 1.4.2 Group (as above) <ul style="list-style-type: none"> <li>• Formal written application by chairman / owner who accepts responsibility</li> </ul>   | FREE                    | NOT ALLOWED                 |
| 1.5 | INSTITUTION / ORGANISATION | Non-profitable & registered cultural, social, developmental, educational, support institutions / organisations (formal structure)<br><b>Includes:</b> NGO's, schools, nursery schools | <ul style="list-style-type: none"> <li>• Formal written application by legally accountable person (eg president / chairperson! director)</li> <li>• Proof of registration where applicable</li> <li>• Proof of physical address</li> </ul> | FREE                    | NOT ALLOWED                 |

## 2. MEDIA RELATED TARIFFS

| TARIFF CATEGORY   | MEDIA TYPE                              | TIME PERIOD<br>OVERDUE      | AMOUNT PER ITEM   |                         |
|---|---|-----------------------------|---|-------------------------|
| <b>2.1 FINES:<br/>OVERDUE MEDIA</b><br><br>Grace periods of at least one day before fines are generated |   |                             | <b>MAXIMUM:<br/>R 100, 00 PER ITEM</b>  |                         |
|   | Interlibrary loan                       | Day                         | <b>R 5,50</b>   |                         |
|   | Reference media                         | Day                         | <b>R 5,50</b>   |                         |
|   | Audio visual media                      | Day                         | <b>R 2,50</b>   |                         |
|   | All other media for general circulation | Week or part thereof        | <b>R 2,50</b>   |                         |
|   | Toys                                    | Week or part thereof        | <b>R 5,50</b>   |                         |
|   | Daisy Players                           | Week or part thereof        | <b>R 5,50</b>   |                         |
| <b>2.2 LOAN FEES: MEDIA</b>   | <b>MEDIA TYPE</b>                       | <b>LENDING PERIOD</b>       | <b>AMOUNT PER ITEM</b>  |                         |
|   | Compact disc                            | Four weeks<br>Non Renewable | <b>R 4,00</b>   |                         |
|   | CD-ROM                                  | Four weeks<br>Non Renewable | <b>R 6,00</b>   |                         |
|   | Video Cassette                          | Four weeks<br>Non Renewable | <b>R 6,00</b>   |                         |
|   | Digital video disc                      | Four weeks<br>Non Renewable | <b>R 6,00</b>   |                         |
|   | Audio books and audio cassette kits     | Four weeks<br>Non Renewable | <b>R 6,00</b><br><b>Free:</b> Pensioner and person with certified eyesight disability |                         |
|   | Educational toys                        | Four weeks<br>Non Renewable | <b>R 6,00 per toy</b>   |                         |
|   | Daisy Players                           | Two weeks                   | <b>Free:</b> Visually and reading impaired library user with certified disability     |                         |
| <b>2.3 INTRA / INTER LIBRARY LOANS</b>  |   | <b>LENDING PERIOD</b>       | <b>AMOUNT PER ITEM</b>  |                         |
|   | <b>2.3.1 Intra library loans</b>        | Within Metro                | 14 days   | <b>Free</b>             |
|   | <b>2.3.2 Interlibrary loans</b>         | Outside Metro               | As stipulated by lending library  | <b>R 45,00 per Book</b> |

|            |                             |                     |         |      |
|------------|-----------------------------|---------------------|---------|------|
| <b>2.4</b> | <b>RESERVATION OF MEDIA</b> | Local library media | 14 days | Free |
|------------|-----------------------------|---------------------|---------|------|

### 3. LOST AND DAMAGED ITEMS

|            | TARIFF CATEGORY                  |   | AMOUNT PER ITEM   |
|------------|----------------------------------|---|---|
| <b>3.1</b> | <b>PURCHASE PRICE FORMULA</b>    | Applies when media item is lost, or damage caused makes item irreparable or unusable      | Use publication date to calculate replacement value. Include current year in calculation.<br><b>Items up to 5 years:</b><br>Purchase price + 15%<br><b>Items 5 years and older:</b><br>Purchase price + 50% |
| <b>3.2</b> | <b>REPLACEMENT PRICE FORMULA</b> | Applies when minor damage has been caused to items other than: books and bar code labels. | Current price of item plus 10% rounded off to the next rand   |
| <b>3.3</b> | <b>DAMAGED BOOK</b>              | Minor damages: torn pages / liquid marks / scribbling, etc. At discretion of librarian    | <b>R 6,00</b> per type of damage caused with a maximum of <b>R 50,00</b>  |
| <b>3.4</b> | <b>BAR CODE LABELS</b>           | Lost or damaged   | <b>R 5,00</b>   |
| <b>3.5</b> | <b>MEMBERSHIP CARD</b>           | Lost or damaged   | <b>R 20,00</b>  |
| <b>3.6</b> | <b>DAISY PLAYER</b>              | Lost or damaged   | Include current year in calculation.<br><b>Items up to 5 years:</b><br>Purchase price + 15%<br><b>Items 5 years and older:</b><br>Purchase price + 50%  |

### 4. RE-INSTATEMENT OF SUSPENDED MEMBERS

|  |  | AMOUNT PAYABLE |
|--|--|----------------|
|  |  | <b>R 60,00</b> |

### 5. AUXILIARY SERVICES

| TARIFF CATEGORY | DESCRIPTION                                     | AMOUNT PAYABLE          |
|-----------------|---|-------------------------|
| <b>5.1</b>      | <b>PHOTOCOPIES</b>                              |                         |
|                 | Black & White: A4 per page                      | <b>See schedule "6"</b> |
|                 | Black & White: A3 per page                      | <b>See schedule "6"</b> |
| <b>5.2</b>      | <b>TRANSPARENCIES</b>                           |                         |
|                 | Black & White per transparency                  | <b>R 6,00</b>           |
|                 | (Printer / photocopier) Colour per transparency | <b>R 11,00</b>          |

|                              |               |          |  |
|------------------------------|---------------|----------|--|
| <b>5.3 COMPUTER PRINTING</b> | Black & White | per page | <b>See schedule "6"</b><br><b>R 1,00</b> |
|                              | Colour        | per page | <b>See schedule "6"</b><br><b>R 2,00</b> |

|                  |                         |            |               |
|------------------|-------------------------|------------|---------------|
| <b>5.4 FAXES</b> | National: Send          | per page   | <b>R 2,50</b> |
|                  | Receive                 | per page   | <b>R 2,50</b> |
|                  | International: Send     | per page   | <b>R 5,00</b> |
|                  | Receive                 | per page   | <b>R 5,00</b> |
|                  | Cellular phone:<br>Send | Per minute | <b>R 3,50</b> |

|                       |                  |  |                |
|-----------------------|------------------|--|----------------|
| <b>5.5 LAMINATING</b> | Credit card size |  | <b>R 2,50</b>  |
|                       | A4               |  | <b>R 5,50</b>  |
|                       | A3               |  | <b>R 11,00</b> |
|                       | A5               |  | <b>R 3,50</b>  |

|                                    |  |  |  |
|------------------------------------|--|--|--|
| <b>5.6 INFORMATION FAX SERVICE</b> | Community related information to schools, churches, NGO's & government departments |  | <b>FREE</b>  |
|                                    | Factual, subject related information (extended reference service)                  |  | <b>Administration fee:<br/>R 26,50 per inquiry plus photocopy plus fax fees to be pre-paid</b> |

|                        |                    |                       |
|------------------------|--------------------|-----------------------|
| <b>TARIFF CATEGORY</b> | <b>DESCRIPTION</b> | <b>AMOUNT PAYABLE</b> |
|------------------------|--------------------|-----------------------|

|                                |   |             |
|--------------------------------|---|-------------|
| <b>5.7 ELECTRONIC SEARCHES</b> | Internet searches (as per relevant approved policy) | <b>FREE</b> |
|--------------------------------|---|-------------|

## 6. SALE OF ITEMS

| <b>TARIFF CATEGORY</b>       | <b>DESCRIPTION</b>   | <b>AMOUNT PER ITEM</b> |
|------------------------------|--|------------------------|
| <b>6.1 PROMOTIONAL ITEMS</b> | All items bought with the purpose to sell as promotional items, e.g. Bags, book marks, fridge magnets, badges        | <b>R 6,00</b>          |
| <b>6.2 OBSOLETE MEDIA</b>    | All media either written off, or donations not accessioned due to physical condition, unsuitability or out datedness | <b>R 6,00</b>          |

## 7. FINE FREE WEEKS

Four weeks per year to encourage members to return long overdue media

## 8. HOLIDAY PROGRAMMES, EXCURSIONS, ATTENDANCE, COMPETITIONS, HONORARIUM FEES

Determined at discretion of the Director: Library and Information Services

### File:

|                        |   |
|------------------------|---|
| Council Resolution:    | A-SR (03-2006) 26 October 2006                                    |
| Published              | Gauteng Provincial Gazette No. 446 dd 20 December 2006            |
| Local Authority Notice | 3439  |
| Council Resolution:    | A-F (23-2009) CM 28/05/2009                                       |
| Published              | Gauteng Provincial Gazette Extra-Ordinary No. 144 dd 01 July 2009 |
| Local Authority Notice | 1014  |
| Council Resolution:    | A-F (27-2010) CM 27/05/2010)                                      |
| Published              | Extra-Ordinary 123 dd 30 June 2010                                |
| Local Authority Notice | 891   |
| Council Resolution     | A-F (27-2011) CM 20/04/2011                                       |
| Published              | Extra-Ordinary 107 dd 01 June 2011                                |
| Local Authority Notice | 688   |