



SCHEDULE "13"

**CITY OF EKURHULENI
TARIFFS FOR LIBRARIES AND INFORMATION SERVICES**

In terms of the relevant legislation the City of Ekurhuleni at a meeting held on **23rd May 2019**, resolved to amend the Tariffs for Libraries and Information Services with effect from **1 July 2019**, as follows:

ALL TARIFFS LISTED BELOW OR TO BE CALCULATED IN TERMS OF THIS SCHEDULE ARE VAT INCLUSIVE.

1.	MEMBERSHIP CATEGORY	DESCRIPTION	REQUIREMENTS FOR MEMBERSHIP APPLICATION	RESIDENT APPLICABLE FEE 2018/19	RESIDENT APPLICABLE FEE 2019/20	TARIFF 2018/19 NON RESIDENT APPLICABLE FEE	TARIFF 2019/20 NON RESIDENT APPLICABLE FEE
<p>RESIDENT: Person residing within the boundaries of City of Ekurhuleni Person owning property within the area and who is paying rates and taxes Company or group that is situated and conducts business within the boundaries of the COE COE staff residing outside Ekurhuleni borders (excluding family members)</p>							
1.1	ADULT	Person 18 years and older and legally deemed to be a major	<p>1.1.1 Users: Formal settlements:</p> <ul style="list-style-type: none"> • Identity document / Passport • Water and lights account or Current account / statement of 	FREE	FREE	<p>Per annum: R 110, 00</p> <p>Pensioner: R 60, 00</p>	<p>Per annum: R 110, 00</p> <p>Pensioner: R 60, 00</p>

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			<p>a recognized company / institution indicating physical address</p> <ul style="list-style-type: none"> • 2 x personal references <p>1.1.2 Users: Informal settlements</p> <ul style="list-style-type: none"> • Identity document/Passport • Proof of stand allocation on CoE housing waiting list or Letter of introduction and confirmation of CoE physical address on pro-forma from: <ul style="list-style-type: none"> - Ward Councillor - Friend or family member residing in Ekurhuleni providing proof of physical address, <p><u>or</u></p> <ul style="list-style-type: none"> - Current account/statement of recognized company/institution indicating physical address. 			<p>Family fee: R 330, 00</p>	<p>Family fee: R 330, 00</p>
			<p><u>Or</u></p> <ul style="list-style-type: none"> - Current account/statement of recognized company/institution indicating physical address 	FREE	FREE		

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			<p>1.1.3 Users living permanently in caravan parks, hotels or boarding houses</p> <ul style="list-style-type: none"> • ID Document/Passport • Letter of introduction and confirmation of permanent residence from owner of caravan park, hotel or boarding house <u>or</u> Current account / statement of recognized company / institution indicating physical address <p>2 x personal references</p>				
1.2	MINOR	Person from birth up to 17 years of age Includes: Any person not legally deemed responsible	<p>1.2.1 Users formal settlements</p> <ul style="list-style-type: none"> • Parent / Guardian signature • Identity document / passport of parent or guardian <u>or</u> birth certificate of minor • Water and lights account Current account / statement of a recognized company / institution indicating physical address • 2 x Personal references 	FREE	FREE	R60,00 per annum	R60,00 per annum

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			<p>1.2.2 Users informal settlements</p> <ul style="list-style-type: none"> • Parent / Guardian signature • Identity document / passport of parent or guardian • birth certificate of minor • Letter of introduction and confirmation of EMM physical address on proforma from: <ul style="list-style-type: none"> - Ward Councillor - Friend/family member or - Class teacher (in exceptional cases) <p>Current account / statement of recognized company / institution</p>	FREE	FREE	60,00 per annum	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"> • Identity document / Passport • Letter of introduction and confirmation from resident / institution / work and proof of physical address • Permanent address of visitor 	Not applicable	Not applicable	R60,00 fee	R60,00 fee

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1.4	EDUCATIONAL / REMEDIAL Individual	Individual membership for specific educational or remedial purposes other than personal use Includes: professionals such as teachers, parents registered for home schooling, occupational therapists, psychologists	1.4.1 Individual <ul style="list-style-type: none"> As in 1.1 Proof of educational / Remedial / reading activities 	FREE	FREE	R110,00 per annum	R110,00 per annum
	Group	Includes: Reading circles, day mothers, playgroups, crèches	1.4.2 Group (as above) <ul style="list-style-type: none"> Formal written application by chairman / owner who accepts responsibility 	FREE	FREE	NOT ALLOWED	NOT ALLOWED
1.5	INSTITUTION / ORGANISATION	Non-profitable & registered cultural, social, developmental, educational, support institutions / organisations (formal structure) Includes: NGO's, schools, nursery schools	<ul style="list-style-type: none"> Formal written application by legally accountable person (eg president / chairperson! director) Proof of registration where applicable Proof of physical address 	FREE	FREE	NOT ALLOWED	NOT ALLOWED
1.6	STUDY FACILITY	Library Users that are using the study facility in	<ul style="list-style-type: none"> Photo ID: ID Book / Passport/ valid student 	FREE	FREE	FREE	FREE

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	USERS	libraries.	registration card				

2. MEDIA RELATED TARIFFS

2	TARIFF CATEGORY	MEDIA TYPE / TYPE	TIME PERIOD OVERDUE	TARIFFS 2018/2019	TARIFFS 2019/20
2.1	FINES: OVERDUE MEDIA Grace periods of one day before fines are generated			MAXIMUM: R 100, 00 PER ITEM	MAXIMUM: R 100, 00 PER ITEM
		Interlibrary loan	Day (PER DAY)	R5.50	R5.50
		Reference media	Day (PER DAY)	R5.50	R5.50
		Audio visual media	Day (PER DAY)	R2.50	R2.50
		All other media for general circulation	Week or part thereof	R2.50	R2.50
		Set of Toys / Toy (Educational or Recreational)	Week or part thereof	R6,00	R6,00
		Daisy Players	Week or part thereof	R5.50	R5.50
2.2	LOAN FEES: MEDIA Total number of borrowed media and loan periods as determined by the council	Compact disc	Four weeks Non Renewable	R4.00	R4.00
		CD-ROM	Four weeks Non Renewable	R6.00	R6.00
		Video Cassette	Four weeks Non Renewable	R6.00	R6.00
		Digital video disc	Four weeks Non Renewable	R6.00	R6.00
		Audio books and audio cassette kits	Four weeks Non Renewable	R6,00	R6,00

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	LOAN FEES: MEDIA	Set of Toys / Toy (Educational or Recreational)	Four weeks Non Renewable	FREE	FREE
		Daisy Players (Only for loan to visually challenged or blind patrons)	SIX MONTHS Not renewable	FREE: Visually and reading Impaired library user with certified disability	FREE: Visually and reading Impaired library user with certified disability
2.3	INTRA / INTER LIBRARY LOANS	Intra library loans Within Metro	14 days	FREE	FREE
		Inter library loans Outside Metro	As stipulated by lending library	As stipulated by the National Library Tariffs structure per Book	As stipulated by the National Library Tariffs structure per Book
2.4	RESERVATION OF MEDIA	Local library media	14 days	FREE	FREE

3. LOST AND DAMAGED ITEMS

3.	TARRIFF CATEGORY	DESCRIPTION	TARIFF 2018/2019	TARIFF 2019/20
3.1	PURCHASE PRICE FORMULA	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. <u>Items up to 5 years:</u> Purchase price + 20% <u>Items 5 years and older:</u> Purchase price + 60%	Use publication date to calculate replacement value. Include current year in calculation. <u>Items up to 5 years:</u> Purchase price + 20% <u>Items 5 years and older:</u> Purchase price + 60%
3.2	REPLACEMENT PRICE FORMULA	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	Current price of item plus 10% rounded off to the next rand
3.3	DAMAGED BOOK	Minor damages: torn pages / liquid marks / scribbling, etc. At discretion of librarian	R10,00 per type of damage caused with a maximum of R100, 00	R10,00 per type of damage caused with a maximum of R100, 00
3.4	BAR CODE LABELS	Lost or damaged	R6,00	R6,00
3.5	MEMBERSHIP CARD Student access card	Lost or damaged	R25-00 R10-00	R25-00 R10-00
3.6	DAISY PLAYER	Lost or damaged	Include current year in calculation. <u>Items up to 5 years:</u> Purchase price + 20% <u>Items 5 years and older:</u> Purchase price + 55%	Include current year in calculation. <u>Items up to 5 years:</u> Purchase price + 20% <u>Items 5 years and older:</u> Purchase price + 55%

3.7	E – Book Reader	Lost or damaged	Include current year in calculation. <u>Items up to 5 years:</u> Purchase price + 20% <u>Items 5 years and older:</u> Purchase price + 55% USB Wall Charger Cable R60	Include current year in calculation. <u>Items up to 5 years:</u> Purchase price + 20% <u>Items 5 years and older:</u> Purchase price + 55% USB Wall Charger Cable R60
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4. AUXILIARY SERVICES

4.	TARIFF CATEGORY	DESCRIPTION	TARIFF 2018/2019	TARIFF 2019/20
4.1	PHOTOCOPIES	Black & White: A4 per page	R1.00	R1.00
		Black & White: A3 per page	R2.00	R2.00
4.2	COMPUTER PRINTING	Black & White per page	R1.50	R1.50
		Colour per page	R3.00	R3.00
		Bursary Forms or other official CoE forms only available on-line	New	Free
4.3	FAXES	National: Send	R2.50 per page	R2.50 per page
		Receive	R2.50 per page	R2.50 per page
		International: Send	R6.00 Per page	R6.00 Per page
		Receive	R6.00 per page	R6.00 per page
		Cellular phone: include 086 numbers: fax to e mail Send	R4.00 per page	R4.00 per page
4.4	LAMINATING	Credit card size	R3,00	R3,00

4.	TARIFF CATEGORY	DESCRIPTION	TARIFF 2018/2019	TARIFF 2019/20
		A4	R6,00	R6,00
		A3	R13,00	R13,00
		A5	R4,00	R4,00
4.5	SCANNING	Documents electronically scanned and send to the email address at a maximum of 5MB per attachment	R 5.00 per page	R 5.00 per page
		Documents required for online application CoE HR system	New	Free
4.6	ELECTRONIC SEARCHES	Internet searches (as per relevant approved policy)	FREE	FREE
4.7	WI-FI	As per CoE directives	FREE	FREE

5. FINE FREE WEEKS

Fine free weeks annually, during South African Library Week March and during Literacy month September

6. PROGRAMMES, EXCURSIONS, ATTENDANCE, COMPETITIONS, HONORARIUM FEES

Determined at discretion of the DH: Library and Information Services

Council Resolution:
Published
Local Authority Notice
Council Resolution:
Published

A-SR (03-2006) 26 October 2006
Gauteng Provincial Gazette No. 446 dd 20 December 2006
3439
A-F (23-2009) CM 28/05/2009
Gauteng Provincial Gazette Extra-Ordinary No. 144 dd 01 July 2009

Local Authority Notice	1014
Council Resolution: Published	A-F (27-2010) CM 27/05/2010 Extra-Ordinary 123 dd 30 June 2010
Local Authority Notice	891
Council Resolution: Published	A-F (27-2011) CM 20/04/2011 Extra-Ordinary 107 dd 01 June 2011
Local Authority Notice	688
Council Resolution: Published	A-F (20a-2012) CM 31/05/2012 Extra-Ordinary 159 dd 13 June 2012
Local Authority Notice	766
Council Resolution: Published	A-F (30-2013) CM 30/05/2013 Extra-Ordinary 152 dd 10 June 2013
Local Authority Notice	731
Council Resolution: Gauteng Provincial Gazette Local Authority Notice	A-F (17-2014) CM 29/05/2014 Extra-Ordinary 134 dd 06 June 2014 713
Council Resolution: Gauteng Provincial Gazette Local Authority Notice	A-F (13-2015) CM 28/05/2015 Extra-Ordinary 229 12 June 2015 1009
Council Resolution: Gauteng Provincial Gazette Local Authority Notice	A-F (17-2017) CM 25/05/2017 Ordinary Gazette 147 dd 21 June 2017 863
Council Resolution: Gauteng Provincial Gazette Local Authority Notice	A-F (23-2018) CM 24/05/2018 Ordinary Gazette 198 dd 18 July 2018 1089
Council Resolution: Gauteng Provincial Gazette Local Authority Notice	A-F (28-2019) CM 23/05/2019 Ordinary Gazette 200 dd 26 June 2019 1239