



**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 **25<sup>th</sup> June 2020**, resolved to amend the Tariffs for Libraries and Information Services with effect from **1 July 2020**, 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 2019/2020	RESIDENT APPLICABLE FEE 2020/2021	TARIFF 2019/2020 NON RESIDENT APPLICABLE FEE	TARIFF 2020/2021 NON RESIDENT APPLICABLE FEE
<p><b>RESIDENT:</b> 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><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</li> </ul>	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"> <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 CoE housing waiting list or Letter of introduction and confirmation of CoE physical address on pro-forma 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><u>or</u></p> <ul style="list-style-type: none"> <li>- Current account/statement of recognized company/institution indicating physical address.</li> </ul>			<p><b>Family fee:</b> R 330, 00</p>	<p><b>Family fee:</b> R 330, 00</p>
			<p><u>Or</u></p> <ul style="list-style-type: none"> <li>- Current account/statement of recognized company/institution indicating physical address</li> </ul>	FREE	FREE	ONLY COE	ONLY COE

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			<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 <u>or</u> Current account / statement of recognized company / institution indicating physical address</li> </ul> <p>2 x personal references</p>				
1.2	MINOR	Person from birth up to 17 years of age <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>	<b>FREE</b>	<b>FREE</b>	<b>R60,00</b> per annum	<b>R60,00</b> per annum

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			<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> </ul> <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"> <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	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  <b>Includes:</b> professionals such as teachers, parents registered for home schooling, occupational therapists, psychologists	1.4.1 Individual <ul style="list-style-type: none"> <li>As in 1.1</li> <li>Proof of educational / Remedial / reading activities</li> </ul>	FREE	FREE	R110,00 per annum	R110,00 per annum
	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	FREE	NOT ALLOWED	NOT ALLOWED
1.5	INSTITUTION / ORGANISATION	Non-profitable & registered cultural, social, developmental, educational, support institutions / organisations (formal structure)  <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	FREE	NOT ALLOWED	NOT ALLOWED
1.6	STUDY FACILITY	Library Users that are using the study facility in	<ul style="list-style-type: none"> <li>Photo ID: ID Book / Passport/ valid student</li> </ul>	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 2019/2020	TARIFFS 2020/2021
2.1	<b>FINES: OVERDUE MEDIA</b> Grace periods of one day before fines are generated			<b>MAXIMUM: R 100, 00 PER ITEM</b>	<b>MAXIMUM: R 100, 00 PER ITEM</b>
		Interlibrary loan	Day ( <b>PER DAY</b> )	<b>R5.50</b>	<b>R5.50</b>
		Reference media	Day ( <b>PER DAY</b> )	<b>R5.50</b>	<b>R5.50</b>
		Audio visual media	Day ( <b>PER DAY</b> )	<b>R2.50</b>	<b>R2.50</b>
		All other media for general circulation	Week or part thereof	<b>R2.50</b>	<b>R2.50</b>
		Set of Toys / Toy (Educational or Recreational)	Week or part thereof	<b>R6,00</b>	<b>R6,00</b>
		Daisy Players	Week or part thereof	<b>R5.50</b>	<b>R5.50</b>
2.2	<b>LOAN FEES: MEDIA</b> Total number of borrowed media and loan periods as determined by <b>the council</b>	Compact disc	Four weeks Non Renewable	<b>R4.00</b>	<b>R4.00</b>
		CD-ROM	Four weeks Non Renewable	<b>R6.00</b>	<b>R6.00</b>
		Video Cassette	Four weeks Non Renewable	<b>R6.00</b>	<b>R6.00</b>
		Digital video disc	Four weeks Non Renewable	<b>R6.00</b>	<b>R6.00</b>
		Audio books and audio cassette kits	Four weeks Non Renewable	<b>R6,00</b>	<b>R6,00</b>

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



### 3. LOST AND DAMAGED ITEMS

3.	TARRIFF CATEGORY	DESCRIPTION	TARIFF 2019/2020	TARIFF 2020/2021
3.1	<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.  <b><u>Items up to 5 years:</u></b> Purchase price + 20%  <b><u>Items 5 years and older:</u></b> Purchase price + 60%	Use publication date to calculate replacement value. Include current year in calculation.  <b><u>Items up to 5 years:</u></b> Purchase price + 20%  <b><u>Items 5 years and older:</u></b> Purchase price + 60%
3.2	<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	Current price of item plus 10% rounded off to the next rand
3.3	<b>DAMAGED BOOK</b>	Minor damages: torn pages / liquid marks / scribbling, etc. At discretion of librarian	<b>R10,00</b> per type of damage caused with a maximum of <b>R100, 00</b>	<b>R10,00</b> per type of damage caused with a maximum of <b>R100, 00</b>
3.4	<b>BAR CODE LABELS</b>	Lost or damaged	<b>R6,00</b>	<b>R6,00</b>
3.5	<b>MEMBERSHIP CARD</b> <b>Student access card</b>	Lost or damaged	<b>R25-00</b> <b>R10-00</b>	<b>R25-00</b> <b>R10-00</b>
3.6	<b>DAISY PLAYER</b>	Lost or damaged	Include current year in calculation.  <b><u>Items up to 5 years:</u></b> Purchase price + 20%  <b><u>Items 5 years and older:</u></b> Purchase price + 55%	Include current year in calculation.  <b><u>Items up to 5 years:</u></b> Purchase price + 20%  <b><u>Items 5 years and older:</u></b> 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 2019/2020	TARIFF 2020/2021
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	Free	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

<b>4.</b>	<b>TARIFF CATEGORY</b>	<b>DESCRIPTION</b>	<b>TARIFF 2019/2020</b>	<b>TARIFF 2020/2021</b>
		A4	<b>R6,00</b>	<b>R6,00</b>
		A3	<b>R13,00</b>	<b>R13,00</b>
		A5	<b>R4,00</b>	<b>R4,00</b>
<b>4.5</b>	<b>SCANNING</b>	Documents electronically scanned and send to the email address at a maximum of 5MB per attachment	<b>R 5.00 per page</b>	<b>R 5.00 per page</b>
		Documents required for online application CoE HR system	<b>Free</b>	<b>Free</b>
<b>4.6</b>	<b>ELECTRONIC SEARCHES</b>	Internet searches (as per relevant approved policy)	<b>FREE</b>	<b>FREE</b>
<b>4.7</b>	<b>WI-FI</b>	As per CoE directives	<b>FREE</b>	<b>FREE</b>

#### **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  
Local Authority Notice  
Council Resolution:

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  
1014  
A-F (27-2010) CM 27/05/2010)

Published Local Authority Notice Council Resolution Published Local Authority Notice Council Resolution: Published Local Authority Notice Council Resolution: Published Local Authority Notice	Extra-Ordinary 123 dd 30 June 2010 891 A-F (27-2011) CM 20/04/2011 Extra-Ordinary 107 dd 01 June 2011 688 A-F (20a-2012) CM 31/05/2012 Extra-Ordinary 159 dd 13 June 2012 766 A-F (30-2013) CM 30/05/2013 Extra-Ordinary 152 dd 10 June 2013 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
Council Resolution: Gauteng Provincial Gazette Local Authority Notice	A-F (28-2020) CM 25/06/2020 Ordinary Gazette 138 dd 12 August 2020 828