



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 **31st May 2024**, resolved to amend the Tariffs for Libraries and Information Services with effect from **1 July 2024**, as follows:

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

				RESIDENT		NON-RESIDENT	
1.	MEMBERSHIP CATEGORY	DESCRIPTION	REQUIREMENTS FOR MEMBERSHIP APPLICATION	TARIFF 2023/2024	TARIFF 2024/2025	TARIFF 2023/2024	TARIFF 2024/2025
RESIDENT:							
<ul style="list-style-type: none"> - 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) 							
1.1	ADULT	Person 18 years and older and legally deemed to be a major	1.1.1 Users: Formal settlements: <ul style="list-style-type: none"> • Identity document / Passport • Water and lights account or Current account / statement of a recognized company / institution indicating physical address • 2 x personal references 	FREE	FREE	Per annum: Per member R120,00	Per annum: Per member R120,00 Pensioner:

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			<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>or</p> <ul style="list-style-type: none"> - Current account/statement of recognized company/ institution indicating physical address. <hr/> <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 <p>or</p> <ul style="list-style-type: none"> • Current account / statement of recognized company / institution indicating physical address <p>2 x personal references</p>	FREE	FREE	Pensioner: R70,00 Family fee: R350,00 max 4 members	R70,00 Family fee: R350,00 max 4 members

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1.2	MINOR	Person from birth up to 17 years of age Includes: Any person not legally deemed responsible	1.2.1 Users formal settlements <ul style="list-style-type: none"> • Parent / Guardian signature • Identity document / passport of parent or guardian or 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	R70,00 per annum	R70,00 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 pro forma 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	R70,00 per annum	R70,00 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	R70,00 per annum	R70,00 per annum

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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	R120,00 per annum	R120,00 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 USERS	Library Users that are using the study facility in libraries.	<ul style="list-style-type: none"> Photo ID: ID Book / Passport/ valid student registration card 	FREE	FREE	FREE	FREE

2. MEDIA RELATED TARIFFS

2	TARIFF CATEGORY	MEDIA TYPE / TYPE	TIME PERIOD OVERDUE	TARIFF 2023/2024	TARIFF 2024/2025
2.1	FINES: OVERDUE MEDIA Grace periods of one day before fines are generated			MAXIMUM: R100, 00 PER ITEM	MAXIMUM: R100, 00 PER ITEM
		Interlibrary loan	Day (PER DAY)	R10,00	R10
		Reference media	Day (PER DAY)	R10	R10
		Audio visual media	Day (PER DAY)	R5	R5
		All other media for general circulation	Week or part thereof	R5	R5,00
		Set of Toys / Toy (Educational or Recreational)	Week or part thereof	R10,00	R10
		Daisy Players	Week or part thereof	R0	R0,00
2.2	LOAN FEES: MEDIA Total number of borrowed media and loan periods as determined by the council	Compact disc	Four weeks Non Renewable	R5,00	R5,00
		CD-ROM	Four weeks Non Renewable	R0,00	R0,00
		Video Cassette	Four weeks Non Renewable	R0,00	R0,00
		Digital video disc	Four weeks Non Renewable	R10,00	R10,00
		Audio books and audio cassette kits	Four weeks Non Renewable	R10,00	R10,00

2	TARIFF CATEGORY	MEDIA TYPE / TYPE	TIME PERIOD OVERDUE	TARIFF 2023/2024	TARIFF 2024/2025
	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	N/A	N/A
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.	TARIFF CATEGORY	DESCRIPTION	TARIFF 2023/2024	TARIFF 2024/2025
3.1	PURCHASE FORMULA PRICE	<ul style="list-style-type: none"> 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. 	<p><u>Items up to 5 years:</u> Purchase price + 20%</p> <p><u>Items 5 years and older:</u> Purchase price + 60%</p>	<p><u>Items up to 5 years:</u> Purchase price + 20%</p> <p><u>Items 5 years and older:</u> Purchase price + 60%</p>
3.2	REPLACEMENT FORMULA PRICE	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	R15,00 per type of damage caused with a maximum of R120, 00	R15,00 per type of damage caused with a maximum of R120, 00
3.4	BAR CODE LABELS	Lost or damaged	R10,00	R10,00
3.5	MEMBERSHIP CARD Student access card	Lost or damaged	R30-00	R30-00
3.6	DAISY PLAYER	<ul style="list-style-type: none"> Lost or damaged Include current year in calculation 	N/A	N/A
3.7	E – Book Reader	<ul style="list-style-type: none"> Lost or damaged Include current year in calculation 	<p><u>Items up to 5 years:</u> Purchase price + 20%</p> <p><u>Items 5 years and older:</u> Purchase price + 55%</p> <p>USB Wall Charger Cable R60</p>	<p><u>Items up to 5 years:</u> Purchase price + 20%</p> <p><u>Items 5 years and older:</u> Purchase price + 55%</p> <p>USB Wall Charger Cable R60</p>

4. AUXILIARY SERVICES

4.	TARIFF CATEGORY	DESCRIPTION	TARIFF 2023/2024	TARIFF 2024/2025
4.1	PHOTOCOPIES	Black & White: A4 per page	R2,00	R2,00
		Black & White: A3 per page	R3,00	R3,00
4.2	COMPUTER PRINTING	Black & White per page	R2,00	R2,00
		Colour per page	R4,00	R4,00
		Bursary Forms or other official CoE forms only available on-line	Free	free
4.3	FAXES	National: Send	R3,00 per page	R3,00 per page
		Receive	R3,00 per page	R3,00 per page
		International: Send	R7,00 Per page	R7,00 Per page
		Receive	R7,00 per page	R7,00 per page
		Cellular phone: include 086 numbers: fax to e mail Send	R5,00 per page	R5,00 per page
4.4	LAMINATING	Credit card size	R4,00	R4,00
		A4	R7,00	R7,00
		A3	R14,00	R14,00
		A5	R5,00	R5,00
4.5	SCANNING	Documents electronically scanned and send to the email address at a maximum of 5MB per attachment	R6,00 per page	R6,00 per page
		As part of training in Knowledge Centres	FREE	FREE
		Documents required for online application CoE HR system/ training	FREE	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	

