

Members' Library Service Request Form

Date of Document	25/03/13
Originator	Myra Galloway, Manager, Cl&Ds
Originator's Ref (if any)	
Document Title	CL&DS - Rationalisation of Phtocopying Charges

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Authorised By	Tom Shearer
Designation	Head of Policy & Partnerships
Date	27/03/13

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REPORT TO: Members' Library Service

DATE:

BY: Head of Policy & Partnerships

SUBJECT: Community Learning & Development Services (CL&DS)
Rationalisation of Photocopying Charges

1 PURPOSE

- 1.1 To bring CL&DS into line with other East Lothian Council services that allow public use of photocopiers.

2 RECOMMENDATIONS

- 2.1 Members are asked to note that CL&DS now charge the fees applicable to individuals and groups, who are non-ELC staff, for accessing photocopying in either ELC offices or Centres where the Council supplies the machine, toner and paper.

3 BACKGROUND

- 3.1 Prior to 1996 Local Government Re-organisation, a number of local arrangements were in place covering the use of photocopiers. This was replaced by a decision not to charge individuals and groups.
- 3.2 This situation can no longer be maintained as we continue into recession. East Lothian Council needs to re-coup this expenditure.

4 POLICY IMPLICATIONS

- 4.1 Agreement that the costs at Appendix 1 be applied across CL&DS Business Units from 1 April 2013 and reviewed at the end of the financial year.

5 EQUALITIES IMPACT ASSESSMENT

5.1 An Equalities Impact Assessment is not required.

6 RESOURCE IMPLICATIONS

6.1 **Financial** – Increase in revenue to CL&DS.

6.2 **Personnel** - None.

6.3 **Other** – None.

7 BACKGROUND PAPERS

7.1 Library Charges 2013.

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DATE	25 March 2013

Appendix 1

Size of paper	Type of print	Single/double	Cost
A4	Black and white	Single	£0.05
A4	Black and white	Double	£0.10
A3	Black and white	Single	£0.10
A3	Black and white	Double	£0.20
A4	Colour	Single	£0.10
A4	Colour	Double	£0.20
A3	Colour	Single	£0.20
A3	Colour	Double	£0.40