

GENERAL LIBRARY CHARGES			
	Service	User	Price
Book Borrowing Charges			
	Adult / Concession / Juvenile / Glasgow Kidz / Juvenile / Glasgow Kidz / Young Scot Card	All	Free
Overdue Fines Per Item – Adult / Concession			
	1 – 7 days	Adult/Con	£0.50
	Up to 2 weeks	Adult/Con	£1.00
	Up to 3 weeks	Adult/Con	£1.50
	Up to 4 weeks	Adult/Con	£2.00
<i>Note: This rate will continue to rise at a rate of 50p per item per week until the charge reaches £3.50 which is the maximum charge for an overdue item. The maximum charge for overdue fines on all items is £12.00 per customer.</i>			
	Reservation Charges for books	All	Free
CDs and DVDs Charges			
CDs			
	Adult	Adult	£0.85
	Junior / Concession	Junior/Con	£0.40
	Young Scot / Glasgowkidz Card Holders		Free
DVDs			
	Adult	Adult	£1.60
	Junior / Concession	Junior/Con	£1.10
	Young Scot / Glasgowkidz Card Holders		Free
<i>Note: Overdue rate as Hire rate up to a maximum of £2.40 per CD (£1.60 young people and concessions) and £4.50 per DVD (£3.00 junior and concession).</i>			
Replacement Tickets			
	Adult	Adult	£2.50
	Concession	Con	£1.10
	Junior	Junior	Free
Interlibrary Loans		All	£7.50
Photocopying / Printing / Digital Imaging / Consumable Charges			
Self Service	Black & White A4	All	£0.10
	Black & White A3	All	£0.20
	Colour – A4	All	£1.00
	Colour – A3	All	£2.00
	CD Rom – Recordable	All	£1.50
	Readers/Printers – A4	All	£1.00
	Readers/Printers – A3	All	£1.50

Photocopying / Printing / Digital Imaging / Consumable Charges			
	Service	User	Price
	Postage & Packaging for all Enquiries - Minimum	All	£6.95
Staff Service	Copying / Libraries		
	Black & White A4	All	£0.80
	Black & White A4 – Express	All	£1.20
	Black & White A3	All	£1.50
	Black & White A3 – Express	All	£2.30
	Colour Copying / Libraries (includes B & W Copies)		
	Colour A4	All	£2.20
	Colour A4 – Express	All	£3.30
	Colour A3	All	£3.80
	Colour A3 – Express	All	£5.70
	Printing / Digital Laser Print		
	A4	All	£5.00
	A4 Express	All	£7.50
	A3	All	£6.00
	A3 Express	All	£9.00
	Digital Photographic Prints:		
	A5	All	£10.00
	Express A5	All	£15.00
	A4	All	£14.00
	Express A4	All	£21.00
	A3	All	£25.00
	Express A3	All	£38.00
	A2	All	£46.00
	Express A2	All	£69.00
	A1	All	£62.00
	Express A1	All	£93.00
	Canvas Prints		
	A4 Print	All	£46.00
	A3 Print	All	£95.00
	A2 Print	All	£140.00
	A1 Print	All	£185.00
	Digital Imaging File (on CD or DVD)		
	Standard 300 dpi TIFF	All	£75.00
		Con	£13.40
	Express 300 dpi TIFF	All	£113.00
		Con	£21.00
	Download Digital File 72 dpi on-line – up to 5		£14.50
	Download Digital File 72 dpi on-line – up to 20		£31.20
	Standard 150 dpi JPG Limited to 1500 pixels and not for publication use. Personal use only.		£8.00
	Preservation Handling Fees		
	Up to A3		£5.20
	Up to A1		£10.30
	Larger than A1		£15.60
	Postage – Photocopies and Laser Prints Only		
	Postage UK Envelope 1 st Class		£2.60
	Postage EU Envelope 1 st Class		£4.10
	Postage Rest of World Envelope 1 st Class		£4.10
	Postage UK Tube 1 st Class		£4.10
	Postage EU Tube 1 st Class		£5.70
	Postage Rest of World Tube 1 st class		£10.30

Research Written Enquiries			
	Service	User	Price
	Request resulting in less than half an hour research (Incl Postage & Packaging)	All	£10.00
	Requests resulting in more than half an hour staff time (first half an hour is £10.00 as above)	All	£30.00
Hire of Music / Orchestral Scores / Chamber Music / Piano / Play Sets			
	Hire of Vocal Score sets – 3 month loan (Plus Postage and Packing)	All	£35.00
	Hire of Vocal Score sets – 6 month loan (Plus Postage and Packing)	All	£45.00
	Overdue Fines for Vocal Score sets – per month	All	£20.00
	Hire of Orchestral Scores/Parts – 6 month loan – Band 1 – (1 to 20) (Plus Postage and Packing)	All	£25.00
	Hire of Orchestral Scores/Parts – 6 month loan – Band 2 – (21 to 40) (Plus Postage and Packing)	All	£30.00
	Hire of Orchestral Scores/Parts – 6 month loan – Band 3 – (41+) (Plus Postage and Packing)	All	£40.00
	Overdue Fines for Orchestral Scores/Parts Band 1 –(1 to 20)	All	£13.00
	Overdue Fines for Orchestral Scores/Parts Band 1 –(21 to 40)	All	£18.00
	Overdue Fines for Orchestral Scores/Parts Band 1 –(40+)	All	£21.00
	Hire of Chamber Music Set – 1 month (Plus Postage and Packing)	All	£10.00
	Piano Hire per session	All	£3.50
	Note: Concession charge applies to Young People and includes Glasgow Young Scot/ Kidzcard Discounts.		
	Hire of Music Carrels (With Membership Card) – per hour	All	£1.50
	Hire of Play Sets (Plus Postage and Packing)	All	£20.00
	Overdue Fines for Play Sets – per month	All	£15.00
Faxing Charges – UK / European / Non-European			
	Group A – UK Destinations – First page	All	£1.60
	Group A – UK Destinations - Additional Pages	All	£0.70
	Group A – UK Destinations - Receipt per Page	All	£0.70
	Group B – European Destinations – First page	All	£2.70
	Group B – European Destinations – Additional Pages	All	£1.00
	Group B – European Destinations – Receipt per Page	All	£1.20
	Group C – Non European Destination – First Page	All	£4.00
	Group C – Non European Destination – Additional Pages	All	£1.30
	Group C – Non European Destination – Receipt per Page	All	£1.30
	Note: Where photocopying is necessary, it is charged at £0.10 per A4 page		

	Service	User	Price
ARCHIVES CHARGES			
	Glasgow Burgh Registers of Sasines and Deeds		
	Inspection Fee per volume	All	£3.50
	Inspection fee for indexes/minutes for 5 years	All	£10.00
	Each additional 5 years	All	£3.50
	Note: Copies attract a Handling Charge, per volume	All	£10.00
	Copying Charge per A4 page	All	£1.00
	Copying Charge per A3 page	All	£2.00
	Building Control Records		
	Production fee for Building Control Plans and Minor Warrants and Completion Certificates, per set of plans or documents (remitted to students and private or historical searchers.	All	£10.00
	Search fee for staff research (using per year searched)	All	£4.00
	Subject to a minimum of 5 years' equivalent	All	£15.00
	Historical Valuation and Voters' Rolls		
	First Page	All	£6.00
	Each subsequent page	All	£4.00
	<i>Note: Current rolls may not be copied except by the Assessor's Department</i>		
	Plan paper copies – A0	All	£4.00
	Plan paper copies – A1	All	£2.50
	Plan paper copies – A2	All	£2.30
	Excess sizes per 30 cm (57 cm width)	All	£0.80
	Excess sizes per 30 cm (82 cm width)	All	£1.00
	Note: A Handling charge of £6.50 per order will be payable for plan prints remitted to £2.00 for educational purposes.		
	Poor Relief and Historic Police Personnel Register		
	Copies of Applications and Entries	All	£12.00
	Photocopy Orders (Minimum Order Value £3.00)		Price on application
	Microfiche Prints		
	A4	All	£1.00
	A3	All	£1.50
	Records Management Fee	All	£25.00
	Note: Plus postage and packing from £6.95		
FAMILY HISTORY CHARGES			
	Introduction to Family History Course – Per course	All	£55.00
	Introduction to Family History Course – Per course	Con	£35.00
	Irish Family History Course – Per 3hr session	All	£30.00
VENUE HIRE / EQUIPMENT CHARGES			
	Study Carrels – (Library Membership Card Required)		
	Full Day / Opening Hours	All	£5.00
	Full Day / Opening Hours – Concessionary Rate	Con	£2.50
	Half day Hire of Training Suite – No Tutor		
	Community Groups and Charities	All	£60.00
	Business and Community Organisations	All	£100.00
	Car Park Space – Weekly Charge	All	£25.00

	Service	User	Price
VENUE HIRE / EQUIPMENT CHARGES CONTINUED			
	Charitable Exhibitions or non-commercial nature (per week)	All	See note
	<i>Note: Subject to available space, at the discretion of the librarian.</i>		
	<i>Note: Each item exhibited for sale will carry a 20% commission charge on top of general exhibition charge, payable at the end of the exhibition.</i>	All	£30.00 + 20% commission
	Equipment Hire		
	Smartboard	All	£30.00
	Data Projector	All	£30.00
	Laptop	All	£30.00
	TV and DVD Player	All	£30.00
BUSINESS @ THE MITCHELL CHARGES			
	MINT Database Printouts and Downloads		
	Report Packages (Up to 75 companies)	All	£5.00
	Report Packages (76 – 250 companies)	All	£15.00
	Report Packages (251 – 500 companies)	All	£20.00
	Report Packages (501 – 750 companies)	All	£25.00
	Report Packages (751 – 1000 companies)	All	£30.00
	Report Packages (1001 – 2500 companies)	All	£55.00
	Report Packages (2501 – 5000 companies)	All	£75.00
	E-mailed Accounts (Scanned Companies House Accounts)	All	1.00
	E-mailed Accounts (Includes Analysis)	All	£2.50
	Companies House Direct Database		
	Company index – Handling charge applies	All	Current Cost Price
	Basic Company Details – Handling charge applies	All	Current Cost Price
	History of Company transactions – Handling charge applies	All	Current Cost Price
	Register of disqualified directors – Handling charge applies	All	Current Cost Price
	Insolvency History – Handling charge applies	All	Current Cost Price
	Company appointments – Handling charge applies	All	Current Cost Price
	Personal appointments – Handling charge applies	All	Current Cost Price
	Mortgage Index – Handling charge applies	All	Current Cost Price
	Mortgage charge details – Handling charge applies	All	Current Cost Price
	Full mortgage details – Handling charge applies	All	Current Cost Price
	Current appointments report Handling charge applies	All	Current Cost Price
	The Mortgage Statement Handling charge applies	All	Current Cost Price
	Experian Company Credit Check	All	£15.00
	Patents – Full Documents/Document Delivery Service	All	£5.50
		All	£5.50
	<i>Note: Copies of patent specifications are charged at a flat rate of 40 pages. Over 40 pages an additional charge of £0.30 per excess page. Drawings exceeding standard A3 size is subject to a surcharge of £1.80 (A2), or £2.30 (A1). All prices are exclusive of postage.</i>		

REPRODUCTION

Notes: There is a 50% reduction for black and white images for Libraries and Archives.

For publications containing a substantial number of items for works, which are privately printed or have a limited print-run, a sliding scale will apply:

11-20 items, 25% reduction
21 items and above, negotiable

Archives held under Charge and Superintendence from the Keeper of all records of Scotland is subject to separate regulations, which include liability in respect of reproduction fees.

		2015/16 Discounted Price (£) Excluding VAT	2015/16 Commercial Price (£) Excluding VAT
REPRODUCTION SERVICES			
EDITORIAL			
	Books		
	Up to half page inside		
	One country, one language	35.00	70.00
	World, one language	55.00	110.00
	World, all languages	80.00	160.00
	Up to full page inside		
	One country, one language	50.00	100.00
	World, one language	80.00	160.00
	World, all languages	110.00	220.00
	Double page spread inside		
	One country, one language	70.00	140.00
	World, one language	100.00	200.00
	World, all languages	135.00	270.00
	Front cover		
	One country, one language	140.00	280.00
	World, one language	175.00	350.00
	World, all languages	220.00	440.00
	Back cover		
	One country, one language	85.00	170.00
	World, one language	120.00	240.00
	World, all languages	165.00	330.00
	Composite cover		
	One country, one language	75.00	150.00
	World, one language	110.00	220.00
	World, all languages	120.00	240.00
	Promotional use		
	One country, one language	30.00	60.00
	World, one language	40.00	80.00
	World, all languages	50.00	100.00
Educational / Academic			
	Up to half page, inside		
	One country, one language	35.00	N/A
	World, one language	55.00	N/A
	World, all languages	80.00	N/A
	Up to full page, inside		
	One country, one language	50.00	N/A
	World, one language	80.00	N/A

		2015/16 Discounted Price (£) Excluding VAT	2015/16 Commercial Price (£) Excluding VAT
	REPRODUCTION SERVICES		
	World, all languages	110.00	N/A
	Double page spread		
	One country, one language	70.00	N/A
	World, one language	100.00	N/A
	World, all languages	130.00	N/A
	Front cover		
	One country, one language	135.00	N/A
	World, one language	175.00	N/A
	World, all languages	215.00	N/A
	Back cover		
	One country, one language	85.00	N/A
	World, one language	120.00	N/A
	World, all languages	165.00	N/A
	Composite cover		
	One country, one language	75.00	N/A
	World, one language	110.00	N/A
	World, all languages	120.00	N/A
	Promotional use		
	One country, one language	30.00	N/A
	World, one language	40.00	N/A
	World, all languages	50.00	N/A
	Newspapers and Magazines		
	Up to quarter page inside		
	One country, one language	40.00	80.00
	World, one language	60.00	120.00
	World, all languages	90.00	180.00
	Up to half page inside		
	One country, one language	55.00	110.00
	World, one language	85.00	170.00
	World, all languages	115.00	230.00
	Up to full page inside		
	One country, one language	85.00	170.00
	World, one language	110.00	220.00
	World, all languages	165.00	330.00
	Front cover		
	One country, one language	165.00	330.00
	World, one language	220.00	440.00
	World, all languages	275.00	550.00
	Reports, Leaflets / Brochures		
	Print run up to 5,000		
	Half page	90.00	180.00
	Full page	120.00	240.00
	Double page spread	175.00	350.00
	Cover	210.00	420.00
	Magazines / Newspaper Advertising		
	Provincial		
	Half page	100.00	200.00
	Full page	140.00	280.00
	National		
	Half page	165.00	330.00

		2015/16 Discounted Price (£) Excluding VAT	2015/16 Commercial Price (£) Excluding VAT
	REPRODUCTION SERVICES		
	Full page	210.00	420.00
	International		
	Half page	380.00	760.00
	Full page	460.00	920.00
	Graphic Panel Display		
	Academic / Educational Half page	110.00	N/A
	Commercial Half page	110.00	220.00
	PRODUCTS		
	Fine Art Prints / Posters		
	Print run up to 3,000		
	Under 40 x 60 cm		
	One country, one language	90.00	180.00
	World, one language	105.00	210.00
	World, all languages	135.00	270.00
	Up to 60 x 80 cm		
	One country, one language	120.00	240.00
	World, one language	150.00	300.00
	World, all languages	165.00	330.00
	Over 60 x 80 cm		
	One country, one language	130.00	260.00
	World, one language	160.00	320.00
	World, all languages	210.00	420.00
	Calendars		
	Print run up to 3,000		
	Up to A4		
	One country, one language	110.00	220.00
	World, one language	140.00	280.00
	World, all languages	165.00	330.00
	Over A4		
	One country, one language	140.00	280.00
	World, one language	165.00	330.00
	World, all languages	190.00	380.00
	Front cover	Fee above + 30%	Fee above + 30%
	Back cover	Fee above + 15%	Fee above + 15%
	Greetings Cards and Postcards		
	Print run up to 3,000, inside		
	One country, one language	110.00	220.00
	World, one language	140.00	280.00
	World, all languages	165.00	330.00
	Print run up to 5,000, inside		
	One country, one language	140.00	280.00
	World, one language	150.00	300.00
	World, all languages	175.00	350.00

		2015/16 Discounted Price (£) Excluding VAT	2015/16 Commercial Price (£) Excluding VAT
REPRODUCTION SERVICES			
Diaries / Address and Notebooks			
	Print run up to 3,000, inside		
	One country, one language	85.00	170.00
	World, one language	110.00	220.00
	World, all languages	140.00	280.00
	Print run up to 5,000, inside		
	One country, one language	125.00	250.00
	World, one language	150.00	300.00
	World, all languages	175.00	350.00
	Front cover		
	One country, one language	140.00	280.00
	World, one language	175.00	350.00
	World, all languages	220.00	440.00
	Back cover		
	One country, one language	85.00	170.00
	World, one language	120.00	240.00
	World, all languages	165.00	330.00
Gift Wrap / Tags / Stationery			
	Print run up to 5,000		
	One country, one language	125.00	250.00
	World, one language	150.00	300.00
	World, all languages	175.00	350.00
Tableware, T-shirts, Mugs, Games, Bags, etc			
	Print run up to 3,000		
	One country, one language	140.00	280.00
	World, one language	165.00	330.00
	World, all languages	190.00	380.00
ELECTRONIC USE			
Television / Broadcast			
	Single Transmission		
	One country, one language	40.00	80.00
	World, one language	60.00	120.00
	World, all languages	75.00	150.00
	Per repeat		
	One country, one language	20.00	40.00
	World, one language	30.00	60.00
	World, all languages	35.00	70.00
	10 Year Unlimited Transmissions		
	One country, one language	200.00	400.00
	World, one language	260.00	520.00
	World, all languages	365.00	730.00
DVD / E-Book / Software			
	Up to 25,000 copies		
	One country, one language	60.00	120.00
	World, one language	85.00	170.00
	World, all languages	110.00	220.00

		2015/16 Discounted Price (£) Excluding VAT	2015/16 Commercial Price (£) Excluding VAT
	REPRODUCTION SERVICES		
	Academic / educational up to 5,000 copies		
	One country, one language	60.00	N/A
	World, one language	80.00	N/A
	World, all languages	110.00	N/A
	CD/ ROM / DVD Packaging		
	One country, one language	110.00	220.00
	World, one language	140.00	280.00
	World, all languages	175.00	350.00
	Web Publication		
	One year		
	Educational/Academic	65.00	N/A
	Editorial	90.00	180.00
	Commercial	175.00	350.00
	Five years		
	Educational/Academic	95.00	N/A
	Editorial	110.00	220.00
	Commercial	220.00	440.00
	AV Presentation / Interactive		
	Educational/Academic	110.00	N/A
	Editorial	110.00	220.00