

Trust Library and Knowledge Service

Divisional Charge Form

For staff employed by Wirral University Teaching Hospital NHS Foundation Trust (WUTH) some charges incurred for library services can be recharged to your division including:

Photocopying costs Inter-Library-Loan costs Printing costs Faxing costs

In order to recharge services a divisional charge form must be completed and authorised by a member of staff responsible for your divisional budget before costs for library services are charged to your division. *Current charges as of 1st August 2013**

INTERLIBRARY LOANS - MATERIAL OBTAINED FROM OUTSIDE SOURCES			
Source	Journal articles	Book Loans	Book renewals
NHS Libraries	10p per page	Free	Free
University of Liverpool	£4.00	£6.00	£5.00
British Library	£9.90	£13.30	£4.65
PHOTOCOPYING 10p per copy	FAXES Local - 20p per fax National - 40p per fax International - £1 per page		PRINTING 5p per sheet (B&W) 20p per sheet (Colour)

*Charges may be subject to change. The Trust Library and Knowledge Service reserves the right to increase charges without personally informing the divisional/departmental budget holder

Section A (for completion by **Library user** requesting chargeable services as detailed above)

Your Name (PRINT) **Designation**

Department **Directorate**

Employing Organisation

Contact telephone number

Contact email address

P.T.O

Section B (for completion by **divisional budget holder** who will pay the charges incurred)

I authorise for the person detailed above to charge for Library services as listed above to my budget.

I understand that Wirral University Teaching Hospital Finance Department will invoice my department/division/organisation every quarter in respect of charges made.

Name of budget holder (PRINT)

Signature

Designation

Department

Directorate

Employing Organisation

Contact telephone number

Contact email address

IMPORTANT

If you wish to impose a **limit** on the amount this individual may charge to your budget per quarter please indicate the limit here: Limit to £ per quarter.

If you would like **quarterly reports** by email of the amount charged to you budget please tick here: