

Price List for Services of the Jagiellonian Library

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1. General principles

a/ The Jagiellonian Library issues invoices for its services in PLN (zł), EUR (€), USD (\$) or GBP (£).

b/ For services in express mode the base rate is increased by 50%.

c/ The Jagiellonian Library reserves the right to refuse services for collection items in a condition too deteriorated for safe handling.

d/ The shipping costs are borne by the customer.

2. General fees

a/ registering to the Jagiellonian Library:

- fee for setting up a patron's account and issuing a library card – **20,00 PLN**
- fee for extension of a library card or activation of an ELS card – **5,00 PLN**
- fee for replacing a lost library card – **25,00 PLN**

b/ fine for returning an overdue volume – **0,30 PLN per day**

c/ payment for mailing a notification about overdue books – **7,00 PLN** (paid together with a fine for overdue books)

d/ payment for a lost key to a deposit box – **65,00 PLN**

e/ payment for a lost cloakroom token – **25,00 PLN**

f/ payment for a lost / damaged book:

- up to 300 pages – **65,00 PLN**
 - over 300 pages – **125,00 PLN**
- or substituting an identical copy of the book

g/ payment for a lost collection item is equal to its **triple value**. The value is determined in the following manner:

- Polish publications published after 1945:
 - up to 48 pages (brochures) - **from 10,00 to 40,00 PLN**
 - up to 300 pages - **from 35,00 to 150,00 PLN**
 - over 300 pages - **from 50,00 to 250,00 PLN**

- foreign publications published after 1945:
 - up to 48 pages (brochures) - **from 25,00 to 50,00 PLN**
 - up to 300 pages - **from 100,00 to 250,00 PLN**
 - over 300 pages - **from 120,00 to 350,00 PLN.**

In estimating costs resulting from losing or damaging the library material its market price is taken into account.

Substituting losses to the library does not result in transferring ownership of the item in question to the patron.

In cases where rare or valuable materials are damaged their value is determined individually.

3. Research queries

The fees for research queries are charged only in special cases. The Jagiellonian Library does not prepare queries or bibliographies for the purpose of master's, PhD or habilitation theses. The fee for making a query depends on the amount of time it required.

- 1 hour of query search - **65,00 PLN (15 EUR)**

4. Interlibrary loans

Fees for supplying interlibrary book loans to the patrons of the Jagiellonian Library:

- from Poland - free of charge
- from the European countries (except for the UK) - **70,00 PLN**
- from the UK, the USA, Australia and other countries - **110,00 PLN**

Fees for supplying photocopies from abroad to the patrons of the Jagiellonian Library:

- **up to 20 pages** - (equivalent of 1 IFLA voucher) – **37 PLN**
- **over 20 pages** - **according to the invoice received by the Jagiellonian Library.**

Fees for books loaned to other libraries:

- Polish libraries – **free of charge**
- European libraries: **1 vol. - 1 IFLA-Voucher**
- Libraries outside Europe: **1 vol. - 2 IFLA-Vouchers.**

Fees for photocopies of items from the Jagiellonian Library's collections to other libraries:

- Polish libraries - **as per the price list**
- foreign libraries: **up to 20 pages - 0,5-1 IFLA-Voucher**
- foreign libraries: **over 20 pages - 1,5-2,5 IFLA-Vouchers.**

These are flat rates corresponding to an average fee charged by the lending libraries as well as costs of return shipping. The Jagiellonian Library pays for interlibrary loans using a special means of payment: IFLA Vouchers of 8 EUR worth.

If a foreign library requests more than 1 Voucher, the value of each additional Voucher is added for borrowing a book.

5. Scanning

Image format/size		JL collection materials – except for special collections							
		300 ppi				600 ppi			
		Net price [PLN] per scan	VAT [PLN]	Gross price [PLN] per scan	Price [EUR] per scan	Net price [PLN] per scan	VAT [PLN]	Gross price [PLN] per scan	Price [EUR] per scan
JPEG	A4	3,00	0,69	3,69	0,80	-----	-----	-----	-----
	A3	4,00	0,92	4,92	0,90	-----	-----	-----	-----
	A2	5,00	1,15	6,15	1,20	-----	-----	-----	-----
	A1	6,00	1,38	7,38	1,50	-----	-----	-----	-----
TIFF	A4	7,00	1,61	8,61	1,90	11,00	2,53	13,53	3,10
	A3	10,00	2,30	12,30	2,70	15,00	3,45	18,45	4,50
	A2	15,00	3,45	18,45	4,50	29,00	6,67	35,67	7,40
	A1	29,00	6,67	35,67	7,40	50,00	11,50	61,50	14,70

Image format/size		JL collection materials – special collections							
		300 ppi				600 ppi			
		Net price [PLN] per scan	VAT [PLN]	Gross price [PLN] per scan	Price [EUR] per scan	Net price [PLN] per scan	VAT [PLN]	Gross price [PLN] per scan	Price [EUR] per scan
JPEG	A4	4,00	0,92	4,92	0,90	-----	-----	-----	
	A3	6,00	1,38	7,38	1,50	-----	-----	-----	
	A2	7,00	1,61	8,61	1,80	-----	-----	-----	
	A1	9,00	2,07	11,07	2,40	-----	-----	-----	

TIFF	A4	10,00	2,30	12,30	2,80	13,00	2,99	15,99	3,60
	A3	12,00	2,76	14,76	3,60	18,00	4,14	22,14	5,30
	A2	20,00	4,60	24,60	6,00	35,00	8,05	43,05	8,80
	A1	45,00	10,35	55,35	12,00	60,00	13,80	73,80	17,60

The minimal fee for domestic orders is 18,45 PLN (15 PLN net + 23% VAT).* The minimal fee for foreign orders is 15 EUR.

The fee for domestic orders is increased to include postage and COD costs (according to the official postal rates).

*applies to orders saved on electronic media (CD, flash drive). For orders sent in an electronic form, the fee is 15 PLN.

6. Photocopies/printing

- Photocopies

Size	Type	up to 50 pages		over 50 pages	
		Price [PLN] per page	Price [EUR] per page	Price [PLN] per page	Price [EUR] per page
A4 one-sided	B-W	0,40	0,10	0,30	0,10
	COLOUR	2,00	0,40	1,50	0,35
A3 one-sided	B-W	0,70	0,20	0,60	0,15
	COLOUR	4,00	0,80	3,00	0,65

Photocopying special collection materials is not allowed.

- Printouts

Type of printout	Size	Net price [PLN] per page	Price [EUR] per page
B-W / gray scale	A4	1,50	0,30
	A3	3,00	0,60
COLOUR	A4	3,50	0,90
	A3	7,00	1,80

The minimal fee for domestic orders is 15,00 PLN. The minimal fee for foreign orders is 15 EUR.

The fee for domestic orders is increased to include postage and COD costs (according to the official postal rates).

7. Disinfection of collection items

- each running metre of a complete fumigation chamber batch (A4 size) – **150,00 PLN net** (+ 23% VAT = **184,50 PLN**)

8. Deacidification of library and archive materials from the 19th and 20th centuries using the Bookkeeper™ method: (books, loose cards, archival materials/manuscripts)

- bulk mode – **100,00 PLN net per kg** (+ 23 % VAT = **123,00 PLN**)
- manual mode – **1,30 net** (+ 23 % VAT = **1,60 PLN**) **per 1 A4 card**

The minimal fee is **15,00 PLN net** (+ 23% VAT = **18,45 PLN**)

9. Bookbinding

- **making a new library binding: from 60,00 PLN net** (+ 23% VAT = **73,80 PLN**)
- **rebinding: from 90,00 PLN net** (+ 23% VAT = **110,70 PLN**)

The final fee for binding or rebinding service is agreed individually in advance with the customer and depends on the condition of the item handled and the predicted cost of materials.

- **protective folders and boxes:** the fee is assessed on an individual basis, depending on the size of protected items and predicted cost of materials.

10. Room rental

The rates for renting rooms of the Jagiellonian University are stipulated in the relevant disposition of the Rector of the Jagiellonian University:

http://www.bip.uj.edu.pl/documents/1384597/2379271/zarz_46_2013.pdf

11. Filming on the library premises

The fee is determined individually by the Library Management, depending on:

- type of the rooms involved
- resulting inconvenience for the users of the Library
- nature of the project and type of customer organization .

The minimal fee is **300,00 PLN net** (+ 23 % VAT = **369,00 PLN**) **per one hour** of shooting.

No fees are charged for filming for the purposes of information or promotion of the Jagiellonian University.

12. Filming the Library's rooms or collections

The fee is determined individually by the Library Management, depending on:

- type of the room

- resulting inconvenience for the users of the Library
- nature of the project and type of customer organization
- uniqueness of the filmed item and its historical and artistic value
- condition of the filmed item
- graphic technique, type of the binding, etc. of the filmed item
- risk of damage involved in the method of filming used.

The minimal fee is 350,00 PLN net (+ 23 % VAT = 430,50 PLN) per one hour of filming.

The fee is determined by the relevant manager of the department that stores the item in question; it is also in their discretion not to consent to use the item.

The fee is increased by **50%** if the Jagiellonian Library made a significant contribution to the selection, search or presentation of the items.