

## **Price List for Services of the Jagiellonian Library**

Effective from March 1<sup>st</sup>, 2023

1. General principles
2. General fees
3. Interlibrary loans
4. Research queries
5. Scanning
6. Optical Character Recognition (OCR) in digital documents
7. Photocopying / printing
8. Disinfection of collection items
9. Deacidification of library and archive materials from the 19<sup>th</sup> and 20<sup>th</sup> centuries
10. Bookbinding
11. Room rental
12. Filming on the library premises
13. Filming of the Library's rooms or collections

\* \* \* \* \*

### **1. General principles**

a/ The Jagiellonian Library issues invoices for services rendered in PLN, EUR (€), USD (\$) or GBP (£). Fees in foreign currencies are calculated according to the average exchange rate announced by the National Bank of Poland on the last working day preceding the date of invoice issuance (Value Added Tax Act, Article 31a(1)).

b/ The fees for services rendered in express mode shall be increased by 50%.

c/ The Jagiellonian Library has the right of discretion to refuse services for collection items, whose state of preservation does not allow for safe processing.

d/ The shipping costs shall be borne by the ordering party.

e/ In cases of large orders for services described in points 4 to 13 there is a possibility to obtain a discount under an individual contract.

f/ VAT is added to the net prices.

### **2. General fees (fees provided below are final, no VAT to be added)**

a/ registering to the Jagiellonian Library:

- fee for creating 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 issuing a duplicate library card – **25.00 PLN**

b/ fine for an overdue book – **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/card to a deposit box – **65.00 PLN**

e/ payment for a lost cloakroom token – **25.00 PLN**

f/ payment for a damaged book:

- up to 300 pages – **65.00 PLN**
- over 300 pages – **125.00 PLN**

alternatively an identical copy of the book can be provided

g/ payment for a lost item from the Library's collections amounts to its **triple value**. The value is determined in the following manner:

• Polish publications:

- up to 48 pages (brochures) - **from 10.00 PLN to 40.00 PLN**
- up to 300 pages - **from 35.00 PLN to 150.00 PLN**
- over 300 pages - **from 50.00 PLN to 250.00 PLN**

• foreign publications:

- up to 48 pages (brochures) - **from 25.00 PLN to 50.00 PLN**
- up to 300 pages - **from 100.00 PLN to 250.00 PLN**
- over 300 pages - **from 120.00 PLN to 350.00 PLN.**

In cases where rare or particularly valuable materials are involved, their value is determined individually.

### **3. Interlibrary loans (fees provided below are final, no VAT to be added)**

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

- from Poland - free of charge
- from 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 to 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: **one volume - 1 IFLA Voucher**

- Libraries outside Europe: **one volume - 2 IFLA Vouchers.**

Fees for photocopies of items from the Jagiellonian Library's collections for 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.**

The above fees are flat rates corresponding to an average fee charged by supplying libraries and costs of return shipping. The Jagiellonian Library pays for interlibrary loans using a special means of payment: IFLA Voucher.

If a foreign library requests more than one Voucher, the relevant value is included in the fee.

#### **4. Research queries (fees given below are final, no VAT to be added)**

The fees for research queries are charged only when a query proves to be especially difficult or requires substantial amount of work on the part of the Library staff. The Jagiellonian Library does not make queries or bibliographies for the purpose of master's, Ph.D. or habilitation theses. The fee for an individual query depends on the amount of time involved.

- 1 hour of query search - **65.00 PLN**

#### **5. Scanning**

**a/ Jagiellonian Library collections and entrusted collections – except for special collections**

Image format/size		JL collection materials – except for special collections					
		300 dpi			600 dpi		
		Net price [PLN] per scan	VAT [PLN]	Gross price [PLN] per scan	Net price [PLN] per scan	VAT [PLN]	Gross price [PLN] per scan
<b>JPEG</b>	<b>A4</b>	3.00	0.69	<b>3.69</b>	-----	-----	-----
	<b>A3</b>	4.00	0.92	<b>4.92</b>	-----	-----	-----
	<b>A2</b>	5.00	1.15	<b>6.15</b>	-----	-----	-----
	<b>A1</b>	6.00	1.38	<b>7.38</b>	-----	-----	-----
<b>TIFF</b>	<b>A4</b>	7.00	1.61	<b>8.61</b>	11.00	2.53	<b>13.53</b>
	<b>A3</b>	10.00	2.30	<b>12.30</b>	15.00	3.45	<b>18.45</b>
	<b>A2</b>	15.00	3.45	<b>18.45</b>	29.00	6.67	<b>35.67</b>
	<b>A1</b>	29.00	6.67	<b>35.67</b>	50.00	11.50	<b>61.50</b>

**b/ Jagiellonian Library special collections and entrusted collections**

Image format/size		JL collection materials – special collections					
		300 dpi			600 dpi		
		Net price [PLN] per scan	VAT [PLN]	Gross price [PLN] per scan	Net price [PLN] per scan	VAT [PLN]	Gross price [PLN] per scan
<b>JPEG</b>	<b>A4</b>	4.00	0.92	<b>4.92</b>	-----	-----	-----
	<b>A3</b>	6.00	1.38	<b>7.38</b>	-----	-----	-----
	<b>A2</b>	7.00	1.61	<b>8.61</b>	-----	-----	-----
	<b>A1</b>	9.00	2.07	<b>11.07</b>	-----	-----	-----
<b>TIFF</b>	<b>A4</b>	10.00	2.30	<b>12.30</b>	13.00	2.99	<b>15.99</b>
	<b>A3</b>	12.00	2.76	<b>14.76</b>	18.00	4.14	<b>22.14</b>
	<b>A2</b>	20.00	4.60	<b>24.60</b>	35.00	8.05	<b>43.05</b>
	<b>A1</b>	45.00	10.35	<b>55.35</b>	60.00	13.80	<b>73.80</b>

The minimum fee for domestic orders is **15 PLN net** (+ 23% VAT = **18.45 PLN**).\* The minimum fee for foreign orders is **10 EUR** or the corresponding equivalent in USD or GBP, which are calculated according to the average exchange rate announced by the National Bank of Poland on the last working day preceding the date of invoice issuance.

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

\*applies to orders saved on electronic media (CD, flash drive). For orders sent by e-mail, the fee is 15 PLN (no VAT added).

## **6. Optical Character Recognition (OCR) Services**

a/ Automatic OCR processing of scans in jpeg/tiff to PDF (min. 100 characters) \* - 1.00 PLN net (+23% VAT= 1.23 PLN) per scan

b/ Automatic OCR processing of scans in jpeg/tiff with basic design adaptation (splitting scans into separate pages, cropping, adjusting sharpness, etc.) to PDF (min. 100 characters) \* - 2.00 PLN net (+23% VAT = 2.46 PLN) per scan

\* The OCR cannot guarantee correct recognition of all characters. The Library does not provide the service if due to the quality of the scans (e.g. scans of manuscripts, early printed books, low-quality scans made outside the library) the effectiveness of the OCR process is too low.

**7. Photocopies/printing (the prices given below are final, no VAT to be added)**

Size	Type	up to 50 pages	over 50 pages
		Price [PLN] per page	Price [PLN] per page
A4 one-sided	B-W	0.40	0.30
	COLOUR	2.00	1.50
A3 one-sided	B-W	0.70	0.60
	COLOUR	4.00	3.00

The Library does not make photocopies of items from the special collections.

The minimum fee for domestic orders is 15 PLN. The minimum fee for foreign orders is **10 EUR** or the equal amount in USD or GBP, which shall be calculated according to the average exchange rate announced by the National Bank of Poland on the last working day preceding the date of invoice issuance.

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

**8. Disinfection of collection items**

- each running metre of a complete fumigation chamber batch (A4 size) – **150.00 PLN net** (+ 23% VAT = **184.50 PLN**)

**9. Deacidification of library and archive materials from the 19<sup>th</sup> and 20<sup>th</sup> centuries using the Bookkeeper<sup>TM</sup> 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 minimum fee is **15.00 PLN net** (+ 23% VAT = **18.45 PLN**)

**10. 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 services is settled 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 determined on an individual basis, depending on the size of protected items and the predicted cost of materials.

### **11. Room rental**

The rates for renting rooms in the Jagiellonian Library are provided in relevant regulations of the Jagiellonian University.

### **12. Filming on the library premises**

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

- type of the rooms involved
- resulting disturbance for the regular users of the Library
- nature of the project and type of the ordering institution.

The minimum fee is **300.00 PLN net** (+ 23 % VAT = **369.00 PLN**) **per one hour** of filming.

No fees are charged for filming for the purposes of information or promotion within the Jagiellonian University. The Library Management has the right of discretion to ultimately deny permission to film or photograph on the premises.

### **13. Filming and photographing items from the Library's collections**

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

- uniqueness of the filmed item and its historical and artistic value
- condition of the item
- graphic technique used, type of the binding, etc. of the item
- risk of damage involved in the method of filming/reproduction to be applied.

**The minimum fee is 350.00 PLN net** (+ 23% VAT = **430.50 PLN**) **per one hour of filming.**

The fee covers access to a relevant room within the Jagiellonian Library for the purpose of reproduction or filming of the items only in situations where the room itself is not the subject of filming or photographing. The fee is increased by **50%** if the Jagiellonian Library made a significant contribution to the selection, search, or presentation of the items. The Library Management has the right of discretion to deny access to some collections.