Price List for Services of the Jagiellonian Library

In effect from June 1st, 2023

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1. General principles

a/ The Jagiellonian Library issues invoices for its services in PLN (zł), EUR (€), USD ($) or GBP(£). Fees in foreign currency are estimated based on the exchange rate given by the National Bank of Poland on the last working day preceding the day the invoice is issued (*Ustawa o podatku od towarów i usług, art. 31a ust. 1*), the prices are calculated from the net value.

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 paid by the customer.

e/ In cases of large orders for services described in points 4 to 13 there is a possibility to provide the service based on a separate contract.

f/ VAT is added to the net prices.

2. General fees (fees given below are final, no VAT is added)

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 item **– 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 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:

   - 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:

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

   3. **Interlibrary loans (fees given below are final, no VAT is added)**

Fees for supplying 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: **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 lending 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 1 Voucher, the value of each additional Voucher is added for borrowing a book.

4. Research queries (fees given below are final, no VAT is added)

The fees for research queries are charged only in cases where a query proves to be especially difficult or requires substantial work from the employees. The Jagiellonian Library does not prepare queries or bibliographies for the purpose of master's, Ph.D. 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**

5. Scanning

a/ Jagiellonian Library collections and collections entrusted – 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
JPEG	**A4**	3,00	0,69	**3,69**	------	------	------
	A3	4,00	0,92	**4,92**	------	------	------
	A2	5,00	1,15	**6,15**	------	------	------
	A1	6,00	1,38	**7,38**	------	------	------
TIFF	**A4**	7,00	1,61	**8,61**	11,00	2,53	**13,53**
	A3	10,00	2,30	**12,30**	15,00	3,45	**18,45**
	A2	15,00	3,45	**18,45**	29,00	6,67	**35,67**
	A1	29,00	6,67	**35,67**	50,00	11,50	**61,50**

b/ Jagiellonian Library special collections and collections entrusted

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
JPEG	**A4**	4,00	0,92	**4,92**	------	------	------
	A3	6,00	1,38	**7,38**	------	------	------
	A2	7,00	1,61	**8,61**	------	------	------
	A1	9,00	2,07	**11,07**	------	------	------
TIFF	**A4**	10,00	2,30	**12,30**	13,00	2,99	**15,99**
	A3	12,00	2,76	**14,76**	18,00	4,14	**22,14**
	A2	20,00	4,60	**24,60**	35,00	8,05	**43,05**
	A1	45,00	10,35	**55,35**	60,00	13,80	**73,80**

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 equal amount in USD or GBP, which will be estimated based on the exchange rate given by the National Bank of Poland on the last working day preceding the day the invoice is issued.

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 electronic form, the fee is 15 PLN.

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

a/ Automatic processing of scans in jpeg/tiff to PDF with OCR (min. 100 characters) * - 1PLN net (+23% VAT= 1,23 PLN) per scan

b/ Automatic processing of scans in jpeg/tiff with basic graphic adjustments (splitting scans into separate pages, cropping, adjusting sharpness, etc.) to PDF with OCR (min. 100 characters) * - 2PLN net (+23% VAT = 2,46PLN) per scan

*The Library does not guarantee 100% accuracy of the OCR process. The library may deny 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 accuracy of the OCR process is too low.

7. **Photocopies/printing (the prices given below are final, there is no VAT 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 will be estimated based on the exchange rate given by the National Bank of Poland on the last working day preceding the day the invoice is issued.

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 19th and 20th centuries using the Bookkeeper^{TM} method: (books, loose cards, archival materials/manuscripts)**

- bulk mode – **280,00 PLN net per kg** (+ 23 % VAT = **344,00 PLN)**
- manual mode – **3,00 net** (+ 23 % VAT = **3,69 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 agreed individually in advance with the customer and depends on the condition of the item handled and predicted cost of materials.

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

11. <u>Room rental</u>

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

12. <u>Filming on the library premises</u>

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 organisation.

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

No fees are charged for filming for the purposes of information or promotion of the Jagiellonian University. The Management may deny permission to film or photograph on the premises.

13. <u>Filming and photographing the Library's collections.</u>

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, type of the binding, etc. of the item
- risk of damage involved in the method of filming / reproduction used.

The minimum fee is 350,00 PLN net (+ 23 % VAT = **430,50 PLN**) **per hour of filming.**
The fee covers access to a room in 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 Management may deny access to specific collections.