

ANNEX I: PRICELIST OF NTK FEES AND SERVICES VALID AS OF SEPTEMBER 19, 2013

1. Registration and Library Cards

Customer annual registration fee (365 days) (semi-annual fee is ½ of the specified amount)	
Customer under 60 years of age	100
Customer over 60 years of age, students, unemployed persons, the long-term disabled	50
Customer with extended rights – group P a)	300
Customer with extended rights – group P b)	1,000
Customer with ICT Card	free of charge
Customer Card	
NTK Customer Card issue	200
Substitute for lost NTK Card	250
Printout of customer personal data from the registration database (under Section 12 par. 2 of Act No. 101/2000 Coll., on Personal Data Protection)	25

2. Borrowing

Overdue penalties	
Per item/day	2
eBook reader/day	20
Assorted materials/day	20
Overdue notices 1–3 sent by mail	10
Director's overdue notice	30
Charge for court claim preparation (per item)	200
Reservations	
Library material reservation notice sent by mail	10
Lost and damaged library material penalty	
Notice 1	50
Notice 2	100
Notice 3 and each subsequent notice	200
Lost CD-ROM and DVD penalty/per item	500
Charge for court claim preparation (per item)	200

3. Self-Service Reprographic Services

Black and white photocopy / printout	1 side / A4 size	1.80
	double-sided / A4 size	3.60
	1 side / A3 size	3.60
	double-sided / A3 size	7.20
Color photocopy / printout	1 side / A4 size	5
	double-sided / A4 size	10
	1 side / A3 size	10
	double-sided / A3 size	20
Scan	1 side	0
Self-service reprographic services (copying, scanning) – minimum balance		25

4. On-Demand Reprographic Services

Black and white photocopy / printout	1 side / A4 size	2
	double-sided / A4 size	3
	1 side / A3 size	4
	double-sided / A3 size	6
Color photocopy / printout	1 side / A4 size	12
	double-sided / A4 size	18
	1 side / A3 size	19
	double-sided / A3 size	22
Enlargement from a microfiche to 1 exposure / A4 size		5

Note: When ordering reprographic services for over 50 pages of A4 size, it is necessary to pay 50% of the expected price in advance (this applies only to personal orders placed with the NTK Reprographic Laboratory).

5. On-Demand Reprographic Services – Copies from Old and Rare Prints

Digital copy of an old print	1 page	10
Black and white photocopy of an old print (from digital copy)	1 page / A4 size	12
	Double-sided / A4 size	13
	1 page / A3 size	14
	Double-sided / A3 size	16
Color photocopy of an old print (from digital copy)	1 page / A4 size	22
	Double-sided / A4 size	28
	1 page / A3 size	29
	Double-sided / A3 size	32
Digital copy of a rare print	1 page	2
Black and white photocopy of a rare print (from digital copy)	1 page / A4 size	3
	Double-sided / A4 size	4
	1 page / A3 size	5
	Double-sided / A3 size	7
Color photocopy of a rare print (from digital copy)	1 page / A4 size	13
	Double-sided / A4 size	19
	1 page / A3 size	20
	Double-sided / A3 size	23
Fee for data copying from old and rare books on CD / 4.7 GB DVD		15
Fee for data copying from old and rare books on 8.5 GB DL DVD		50

6. VPL User Accounts and Document Delivery Services

VPL user account opening charge	For Czech Rep. and Slovakia	50
	For citizens of other countries	130
Charge for VPL user account statement	Annual statement	25
	Searching archives	50
Service charge for returning VPL account balance		20
Charges for printed copies delivered electronically		
Copies of printed library materials delivered electronically	1 page	2
	+ copyright fee incl. VAT ¹	2.42 / page
Copies of printed library materials express-delivered electronically	1 page	4
	+ copyright fee incl. VAT ¹	2.42 / page
Charges for digital copies (PDF)		

Copies of printed library materials delivered electronically	1 page	2
	+ copyright fee incl. VAT ¹	6.05 / page
Copies of printed library materials express-delivered electronically	1 page	4,00
	+ copyright fee incl. VAT ¹	6.05 / page
Copies from online databases delivered electronically	1 article (up to 7 pages)	2 /page
	1 article (over 7 pages)	15
Copies express-delivered by fax	page	9

Prices include fees for copies delivered by fax and phone charges

¹ Minimum copyright fee incl. VAT for 1 order is 12,10 CZK.
Maximum copyright fee incl. VAT for 1 order is 90,75 CZK.
There is no fee charged for non-copyrighted items.

² Only databases under the license agreement and those allowing electronic ILL under license are concerned.

7. Retrieval and Consultation Services

Fees are charged for information retrieval by NTK staff from databases available using the NTK network and from secondary and primary databases available on the Internet. Retrieval is carried out on the basis of individual orders. Final prices are not affected by the selected type of sources.

Type of sources	Minimum price / minimum term of retrieval	Service specification
NTK catalogs and selected Czech union catalogues	320 / 2 hours	Search query formulation, searching through
Free Internet Resources	480 / 3 hours	Catalogs of selected libraries (according to the query topic); Uniform Information Gateway (JIB) searching; evaluation of relevance.
NTK Electronic Resources	480 / 3 hours	Search query formulation, evaluation of source relevance, reliability, and text quality.
Every additional hour of searching	160	Selection of pertinent databases, search query formulation, selection of materials according to their relevance and accessibility.
Preliminary searching	60% of total price	Preliminary searching results for quick orientation in selected field. Format of final bibliographic list according to the source database. Output records are not processed according to any citation standard.
Student discount	50% of total price	This discount applies to full-time or part-time students provided that they present certification of their student status (e.g., a student card, ISIC or students' record book) and a NTK Customer Card valid on the date of ordering the retrieval or, at the latest, prior to making payment for services.
Consulting services	0 / 1 hour	Consulting services are provided only to NTK Customers and they are limited to 1 hour per day.

Note: Costs of any printouts, copies, copying to CD and DVD are added to the final price of retrieval services.

8. International Interlibrary Loan Service

For customers from public / private sector			
Basic price	Loan		250 / 350
	Copy of every 10 pages		80 / 120
Higher price¹	Loan		500 / 700
	Copy of 1 article		350 / 450
To abroad	Loan	Slovakia	8 EUR / 1 IFLA Voucher
		Europe	10 EUR / 1 IFLA Voucher
		Overseas	15 EUR / 2 IFLA Vouchers
	Copies of 1–20 pages	Slovakia	8 EUR / 1 IFLA Voucher
		Europe	8 EUR / 1 IFLA Voucher
		Overseas	15 EUR / 2 IFLA Vouchers
+ every additional 10 pages	Slovakia	4 EUR / 0.5 IFLA Voucher	
	Europe	4 EUR / 0.5 IFLA Voucher	
	Overseas	4 EUR / 0.5 IFLA Voucher	

¹ Charging of the basic price or the higher price results from the costs (and the price policy) of the lending library. If the requested document is not possible to obtain from the libraries that provide these services for the basic costs, the charged price will be higher.

9. Other Fees

Service charges for lost, damaged, or destroyed publications	200
Service charges for damaged/lost RFID tags	50
Penalty for issuance of locker content within 24 hours after its recorded opening	50
Penalty for issuance of locker content beyond 24 hours from its recorded opening	200
Penalty for breach of rules governing use of individual carrels	500
Contractual penalty for breach of Commercial Terms and Conditions of the EOD Service, Section III par. 3 of EOD Library Rules	5,000
Contractual penalty for breach of Commercial Terms and Conditions of the EOD Service, Section III par. 6 of EOD Library Rules	5,000

Note: If satisfied requested services are sent by mail, additional shipping and handling charges according to the valid pricelist will be added to the price of services.

10. Fees for EOD Services

Standard eBook net of service charges	Per scanned page	4
Service charges		200
Sending the eBook CD-ROM / DVD by post	Europe	150
	Worldwide	200
Personal collection of CD-ROM / DVD with eBook in NTK		30

11. Space Rentals

11.1. Reduced Short-Term Rentals^{1,2}

Name of room	1 hour (Mon-Sat)
Barrier-free individual carrel	0
No. 7	

Teamwork room - reduced price³	10
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11.2. Reduced Long-Term Rentals^{1,2}

Name of the room	Per Week	Semester ⁶	2 Semesters ⁷
	(Mon–Sat)	(20 weeks)	(40 weeks)
Standard individual carrel³	N/A	2,000	4,000
Barrier-free individual carrel No. 21	N/A	2,000	4,000

11.3. Short-term Commercial Rentals¹

Name of room	1 hour	Morning	Afternoon	Full Day
		(9:00 a.m.–2:30 p.m.)	(3:00 a.m.–8:30 p.m.)	(9:00 a.m.–9:00 p.m.)
Individual audio-visual carrel	N/A	1,000	1,000	2,000
Teamwork room	N/A	1,100	1,100	2,200
Computer lab 01	1,100	5,500	5,500	11,000
Computer lab 02	1,600	8,000	8,000	15,500
Computer lab 03	2,200	11,000	11,000	21,000
24/7 Reading room⁴	N/A	4,000	4,000	8,000
Education Centre	2,200	11,000	11,000	20,000
Balling Hall	4,500	Hourly rate	Hourly rate	Hourly rate
Gallery – reduced price⁵	N/A	N/A	N/A	3,000
Gallery	N/A	N/A	N/A	20,000

11.4. Long-term Commercial Rentals¹

Name of the leased room	Per Week	Semester ⁶	2 Semesters ⁷
	(Mon–Sat)	(20 weeks)	(40 weeks)
Teamwork room	10,000	N/A	N/A
Computer lab 01	50,000	N/A	N/A
Computer lab 02	75,000	N/A	N/A
Computer lab 03	90,000	N/A	N/A
Gallery – reduced price⁵	15,000	N/A	N/A
Gallery⁵	90,000	N/A	N/A
Parterre (sector A – D)⁵	5,500	N/A	N/A

¹ The specified prices are final; i.e., they include applicable VAT.

² The specified reduced prices apply to Customers in Groups A, AV, B, BV, C, CV, E, EV, F, FV. (see Annex II, Differentiation of Services). Customers who use teamwork rooms contrary to the Library Rules, e.g., allowing the entry of unauthorized person or who have used the rooms for purposes other than team/group work and study, collective work on assignments, etc., may be deprived of the right to use NTK services temporarily or permanently.

³ The specific reduced prices are valid for Customers in Groups A, AV, B, BV, C, CV, E, EV, F, FV (see Annex II Differentiation of Services).

⁴ Regarding the 24/7 Reading Room, the morning and afternoon rentals can take place between 10:30 a.m. and 3:30 p.m. and 4:00 p.m. to 9:00 p.m.; all-day leases between 10:30 a.m. and 9:00 p.m.

⁵ The rental fee is stated as the minimum amount as well as for cultural events.

⁶ Rental is available for Winter or Summer Semesters of an Academic School Year.

⁷ Rental is available only for Winter and Summer Semesters of an Academic School Year.

A 50% discount may be applied to non-profit organizations and academic institutions.

Note: The above-mentioned fees are specified in CZK (unless determined otherwise). The NTK reserves the right to change the above-mentioned fees and publish a new pricelist whenever it deems it necessary. For non-profit and academic institutions there is applicable discount.

12. Guided Tours¹

Tour type	45 minutes	90 minutes
Building and NTK services²	1,500	3,000
Technical facilities of NTK³	1,000	2,000
Combined tours⁴	N.A.	2,500

¹The prices in CZK, without the VAT. Free guided tours are only for the visitors and customers referred to in Part IV Chapter 6 of the Library Rules, which also contains ordering instructions and conditions for tours.

²Tour guided by NTK staff

³Tour guided by Instalace Praha staff (the Company which maintains the NTK building)

⁴Tour guided jointly by NTK and Instalace Praha staff

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