

APPENDIX I: FEES AND SERVICES PRICELIST

EFFECTIVE FROM June 2, 2023

1. Registration and Issue of Library Cards

Annual patron registration fee (365 days) (half-year fee is ½ this amount)	
Patron under 65 years old	100.00
Patron over 65 years old, students, unemployed, ZTP/P, ZTP, and TP disability card holders	50.00
Patron with extended rights – group P a) ¹	300.00
Patron with extended rights – group P b) ²	1,000.00
Patron with a UCT Prague, CZU, IOCB Prague or CTU card	no fee
Patron Card	
Issuance fee for an NTK Patron Card	200.00
Fee for a replacement of NTK Patron Card	250.00
Fee for extracting patron data from the registration database (GDPR - Regulation (EU) 2016/679 of the European Parliament and of the Council on personal data protection. Article 13) ³	0.00

Notes:

¹ Tertiary and secondary education institution libraries.

² Legal persons (with an allocated IČO (company ID No)).

³ We provide the first statement free of charge within one month after receiving an order and the necessary verification of the applicant's identity.

2. Borrowing Services

Penalties for late return of loaned Library Item	
1 Library Item / 1 business day	2.00
eBook reader, tablet and power bank / 1 business day	20.00
Supplementary items / 1 business day	2.00
1 st to 3 rd reminder sent by post	15.00
Director's reminder	50.00
Registered mail	10.00
Delivery to the addressee only	10.00
Fee for preparation of judicial enforcement (per Library Item)	200.00

Reservations

Sending a notification on reservation of a publication by post	10.00
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Zásilka, NTK's courier service

Zásilka, NTK's courier service	70.00
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Fee for enforcement of compensation for damaged or lost Library Item

Flat fee for loss of a CD-ROM and DVD (per unit)	50.00
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Handling fee for enforcement of compensation (per Library Item)	200.00
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Handling fee for enforcement of compensation for damaged or lost eBook reader, tablet	1,000.00
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Power bank	200.00
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3. Self-Service Reprographic Services

Black & white copy / print output	1 page A4	1.80
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double-sided A4	3.60
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1 page A3	3.60
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double-sided A3	7.20
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Color copy / print output	1 page A4	5.00
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double-sided A4	10.00
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1 page A3	10.00
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double-sided A3	20.00
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Scanning	1 page	0.00
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Self-service reprographic services	15.00
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(copying and scanning) – minimum balance

4. Reprographic Services

Black & white copy / print output	1 page A4	2.00
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double-sided A4	3.00
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Black & white copy / print output	1 page A3	4.00
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double-sided A3	6.00
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Color copy / print output	1 page A4	12.00
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double-sided A4	18.00
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1 page A3	19.00
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double-sided A3	22.00
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Note: For an order for reprographic services exceeding 50 A4 pages, a deposit of 50% of the anticipated price of the order must be made (only in case of a personal order made with the NTK reprographic laboratory).

Reprographic Services – Copies from Old and Rare Documents

Digital copy of an old print	1 page	10.00
Black & white copy of an old print	1 page A4	12.00
(from a digital copy)	double-sided A4	13.00
	1 page A3	14.00
	double-sided A3	16.00
Color paper copy of an old print	1 page A4	22.00
(from a digital copy)	double-sided A4	28.00
	1 page A3	29.00
	double-sided A3	32.00
Digital copy of a rare document	1 page	2.00
Black & white copy of a rare document	1 page A4	3.00
(from a digital copy)	double-sided A4	4.00
	1 page A3	5.00
	double-sided A3	7.00
Color paper copy of a rare document	1 page A4	13.00
(from a digital copy)	double-sided A4	19.00
	1 page A3	20.00
	double-sided A3	23.00
Fee for copying data from old and rare documents to a CD / 4.7 GB DVD		15.00
Fee for copying data from old and rare documents to an 8.5 GB DL DVD		50.00

5. VPL User Account and Document Delivery Services

Fee for setting up a VPL user account	for Czech Republic	50.00
	for abroad	130.00
Fee for a statement from a VPL user account	annual statement	25.00
	archival search	50.00
Handling fee for refund of the balance on a VPL user account		20.00
Handling fee for cancellation of a VPL user account		20.00
Fee for electronic copies (PDF)		
Copies delivered electronically from a print Library Item	1 page	2.00
	+ copyright fee with VAT ¹	6.05 / page
	1 page	4.00

Express copies delivered electronically from a print Library Item	+ copyright fee with VAT ¹	6.05 / page
Copies delivered electronically from an online database ²	1 article (up to 7 pages)	2.00 / 1 page
	1 article (8 or more pages)	15.00
Copies delivered electronically from online NTK databases²	1 article	0.00
Flat fee to cover the costs connected with acquiring the loan object – academics and students	per Library Item	0.00
Flat fee to cover the costs connected with acquiring the loan object	per Library Item	70.00
Photocopy delivered by post ³	1 page	2.00

Notes:

¹ The minimum copyright fee per order is CZK 12.10 with VAT. The maximum copyright fee per order is CZK 90.75 with VAT. No copyright fee is charged for free works.

² This only concerns databases with a licensing agreement and electronic licensed DILS.

³ + postage pursuant to the Czech Post pricelist.

6. Searches, Consultation Services and Workshops

Fees are charged for searches performed by NTK staff from databases accessible in the NTK network, and from secondary and primary databases accessible on the internet. Such searches are performed based on individual orders.

Resource package	Minimum price / / minimum search period	Services specification
Resource search: NTK eResources, hour NTK catalog and selected catalogs in CZ, freely available specialist resources	200.00 /	Creation of a search query, selection of relevant resources, searching in those resources, evaluation of relevance and quality of search results, selection of records based on relevance and availability, creation of a summary document with organization of the search records and possible links to full texts.
Consultation services	0.00 / hour	Advice on searching in relevant information resources and work with search results.

Workshop for state secondary and tertiary educational institutions	free of charge	Tailor-made workshop for the contracting institution, thematically focused on information literacy and critical thinking. Duration and scope as per agreement.
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Workshop for private secondary and tertiary educational institutions	5,000.00	Tailor-made workshop for the contracting institution, thematically focused on information literacy and critical thinking. Duration and scope as per agreement.
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Note: The cost of printouts, photocopies, and copying to CD and DVD will be added to the final price of the search.

7. Domestic Interlibrary Loan Services

Flat rate compensation of costs connected with the procurement of a loan object – academics and students	per Library Item	0.00
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Flat rate compensation of costs connected with the procurement of a loan object	per Library Item	70.00
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8. International Interlibrary Loan Services

		basic price / higher price
Non-profit organization libraries, students, patrons aged over 65	loan	250.00 / 500.00
	copy, per 10 pages	80.00 / 350.00
Other patrons	loan	350.00 / 700.00
	copy, per 10 pages	120.00 / 450.00
For abroad	loan	EUR 8 / 1 IFLA Voucher
	copy, for 1-40 pages	EUR 8 / 1 IFLA Voucher
	copy over 40 pages	EUR 12 / 1.5 IFLA Voucher
We apply reciprocity options.		

Notes:

¹ If the basic or higher price is charged depends on the costs incurred when ordering from a foreign library. If the document cannot be procured from libraries that provide this service at the basic price, the higher price will be charged. In case of a copy, the higher price is charged for the whole article, regardless of its scope.

9. Other Fees

Damage/loss fee for a lost, damaged, or destroyed Library Item	200.00
Fee for a damaged / lost RFID label	50.00
Fine for violation of the rules for use of an individual carrels	500.00

Note: If processed orders are sent by post, postage and packaging are added to the prices for the services pursuant to the valid tariff.

10. EOD Services Pricelist

Standard eBook without handling fee	per scanned page	4.00
Handling fee		200.00
Sending a CD-ROM / DVD with the eBook by post	Europe	150.00
	rest of the world	200.00
Collecting a CD-ROM / DVD with the eBook in person at NTK		30.00

11. Guided Tours¹

Tour duration	45 min.	90 min.
NTK building and services ²	1,500.00	3,000.00

Notes:

¹ The indicated prices are in CZK without the applicable VAT. Visitors and Patrons indicated in part IV(6) of the Conditions of Use – which also provides instructions for ordering and conditions of such tours – are entitled to a free guided tour.

² Tours are provided by the National Library of Technology staff.

12. Space Rentals

13. 1. Reduced Fees for Short-term Rentals^{1,2}

Name of room	1 hour
Team study room – reduced fee ²	30

13. 2. Reduced Fees for Long-term Rentals of Individual Carrels^{1,2}

Name of room	Per Day	Per Week	Per month
		Mon-Sun	(from the first day of the month)
Standard individual carrels ³	50	350	1,150
Barrier-free individual carrel No. 7	N/A	N/A	1,150
Barrier-free individual carrel No. 21	50	N/A	N/A

13. 3. Short-term Commercial Rentals¹

Name of room	1 hour
Team study room	400
Computer lab 01	2,000
Computer lab 03	3,000
After Hours Study Room	1,000
Education Centre	3,000
Balling Hall	6,500
Ground Floor (sectors A to D)	2,000
Gallery	4,000

Notes:

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

²The listed reduced fees for team study rooms apply to Patrons in Groups A, AV, B, BV, E, EC, G, GC and AU (see Appendix II. Service Differentiation Principles [Patron Privileges]). Misuse of the discounted rent for Team Study Rooms for commercial purposes may lead to temporary or permanent revocation of the use of library services. NTK may also seek financial compensation amounting to the difference between the discounted and commercial rents (see Section 13.3, Short-term Commercial Rentals pricelist).

³The listed reduced prices are valid for Patrons in Groups A, AC, AU, AV, B, BC, BV, E, EC, (see Appendix II. Service Differentiation Principles [Patron Privileges]).

Note: The abovementioned fees are specified in CZK. NTK reserves the right to change the abovementioned fees and publish a new pricelist whenever it deems it necessary. For non-profit and academic institutions, there is applicable discount. For academic institutions, libraries, archives and museums, a discount of up to 20% is possible; for six or more commercial events in a calendar year, a 15% discount is possible.

In Prague, dated May 31, 2023

NTK director

Ing. **Martin Svoboda** m. p.