

Fees and Services Price List of the National Library of the Czech Republic

Annex No. 7 Library Rules of the National Library of the Czech Republic valid as of April 1, 2024

1. Reader Cards, Registration and One-day admission tickets

1.1.	Registration fee for registration at the library in person and each renewal thereof	
1.1.1.	Natural person aged 26-69	200 Kč
1.1.2.	Natural person aged 15-25	100 Kč
1.1.3.	Natural person aged 70+	free
1.1.4.	Natural person, TP, ZTP, ZTP/P holder	free
1.1.5.	Users of the Scholars' Reading Room (regardless of age)	200 Kč
1.1.6.	Users of the Scholars' Reading Room (TP, ZTP, ZTP/P holders)	free
1.2.	Registration fee for remote registration and each renewal thereof	
1.2.1.	Natural person aged 15-69 (when issuing a reader card on the spot, the difference against 1.1.2. cannot be claimed retroactively)	200 Kč
1.2.2.	Natural person aged 70+ (when issuing a reader card, 1.1.5 or 1.1.6 applies in the case of users of the Scholars' Reading Room)	free
1.2.3.	Natural person, TP, ZTP, ZTP/P holder	free
1.3.	Reader Cards	
1.3.1.	Fee for every new library card issue	10,-
1.3.2.	Fee for library card replacement	50,-
1.4.	One-day admission tickets	
1.4.1.	One-day admission ticket	20,-
1.4.2.	One child under 15 accompanied by one adult	free
1.4.3.	TP, ZTP, ZTP/P disabled person's card holder	free
1.4.4.	Personal assistant accompanying a ZTP/P card holder	free

2. Interlibrary services

2.1.	Within the Czech Republic	
2.1.1.	Loan from any library in the Czech Republic	free
2.1.2.	Paper photocopies from any library in the Czech Republic	acc. to the price list of the supplying library
2.1.3.	Paper photocopies supplied to libraries in the Czech Republic – every ten pages of the original or part thereof	20 Kč
2.1.4.	Loan from any library in the Czech Republic provided on the basis of an order on the knihovny.cz portal (ZÍSKEJ service)	acc. to the price list of ZÍSKEJ
2.2.	International interlibrary services	
2.2.1.	For each loan from abroad - delivered from Europe except for Great Britain	250 Kč
2.2.2.	For each loan from abroad - delivered from Great Britain and outside Europe	450 Kč
2.2.3.	Paper photocopies of every 5 pages of the original or part thereof	40 Kč

3. Making copies, reprographic and other copying services

3.1.	Paper copies and prints on a self-service device	
<i>price per 1 page; prices also apply to TP, ZTP, ZTP/P holders for copies or prints on request</i>		
3.1.1.	Paper copies and prints black/white (incl. copy from microdocument), A4 format	2 Kč
3.1.2.	Paper copies and prints black/white (incl. copy from microdocument), A3 format	4 Kč
3.1.3.	Paper copies and prints colour, A4 format	9 Kč
3.1.4.	Paper copies and prints colour, A3 format	18 Kč
3.2.	Paper copies and prints on request	
<i>price per 1 page ; exception for TP, ZTP, ZTP/P holders - the price of copies is governed by the items in point 3.1. of this Price List</i>		
3.2.1.	Paper copies and prints black/white, A4 format	12 Kč
3.2.2.	Paper copies and prints black/white, A3 format	14 Kč
3.2.3.	Paper copies and prints colour, A4 format	17 Kč
3.2.4.	Paper copies and prints colour, A3 format	25 Kč
3.2.5.	Prints black/white from microdocument, format A4	10 Kč
3.2.6.	Prints black/white from microdocument, format A3	11 Kč
3.3.	Digital copy (without data carrier)	
<i>price per 1 output/file</i>		
3.3.1.	Digitized to order - 200 dpi scan (user quality)	16 Kč
3.3.2.	Digitized to order - 300 dpi scan (user quality)	21 Kč
3.3.3.	Digitized to order - 400 / 600 dpi scan (print quality)	100 Kč
<i>(Contractual price – higher quality scan; resolution of the image depends on the particular original and the device)</i>		
3.3.4.	Digital images downloaded from NL digitized databases - for each image	10 Kč
3.3.5.	Self-service copy (from a document containing only works not protected by copyright)	2 Kč
3.3.6.	Electronic document delivery (EDD ZÍSKEJ)	acc. to the price list of ZÍSKEJ
3.3.7.	eBooks on Demand (EOD)	acc. to the price list of EOD

3.3.8.	Provision of 1 page of a digitised document from NDK for works not protected by copyright (<i>automated processing, minimum number of ordered pages: 150</i>)	0,40 Kč
3.4.	Photographic reproduction (digital output without data carrier)	
	<i>price per 1 output/file</i>	
3.4.1.	standard user quality (Photoshop 3, RGB, JPG, 300 dpi)	126 Kč
3.4.2.	print quality (Photoshop 11-12, sRGB, JPG, 300 dpi)	250 Kč
3.5.	Photographic reproduction (colour print)	
	<i>price per 1 output/file</i>	
3.5.1.	9x12 cm	100 Kč
3.5.2.	13x18 cm	100 Kč
3.5.3.	18x24 cm	106 Kč
3.5.4.	24x30 cm	114 Kč
3.5.5.	30x40 cm	126 Kč
3.6.	Lamination of copies	
	<i>price per 1 sheet</i>	
3.6.1.	A3 format	20 Kč
3.6.2.	A4 format	10 Kč
3.6.3.	A5 format	8 Kč
3.7.	Spiral binding	
3.7.1.	up to 20 sheets	20 Kč
3.7.2.	up to 100 sheets	30 Kč
3.7.3.	up to 180 sheets	40 Kč
4.	Research and verification services	
4.1.	Research services	
4.1.1.	Fee for ordered search (for each half hour or part thereof of librarian's work)	100 Kč
4.1.2.	For librarians and libraries in the Library Science Library	free
4.2.	Information retrieval	
4.2.1.		100 Kč
	Bibliographic and biographic search (for each half hour or part thereof of librarian's work)	
4.2.2.	Information retrieval in documents (for each half hour or part thereof of librarian's work)	100 Kč
5.	Fees and additional fees	
5.1.	Fine for late return of library material (off-site loans)	
	<i>for each calendar day after exceeding the loan period of the library unit</i>	
5.1.1.	For each volume of library unit from library collections of the NL CR	5 Kč
5.1.2.	For each volume of library unit - interlibrary loan	10 Kč
5.2.	Additional fees - loan services	
5.2.1.	Reminder fee (Director's reminder) (NL's general director registered letter)	70 Kč
5.2.2.	Administration fee for handling user caused damage as a consequence of loss or damage of library unit (for each library unit).	200 Kč
5.2.3.	Handling fee for user caused damages as a consequence of loss or damage of library unit from the NL CR collections or a loan through ILL (per each library unit). Handling fee is calculated every time and is added up to the amount of financial compensation determined by the NL CR or the lending library (in the case of ILL loan).	200 Kč
5.2.4.	Financial compensation for loss or damage of the library unit from library collections of the NL CR in case the restoration of the original condition is not possible or purposeful. According to the NL Rules, NL CR decides on the method of replacement. <i>The amount of financial compensation is either governed by the current market price of the document (publication) to which the handling fee for liquidation of damages (5.2.3) is added, or is calculated as a combination of the price of a copy (3.2.), the price of binding (according to the price list of the external supplier), and the handling fee for liquidation of damages (5.2.3).</i>	
5.2.5.		according to the actual costs of the postal service provider
	Fee for reservation notification or sending a reminder (regular mail)	
5.2.6.	Compensation for damages for loss or damage of the library unit borrowed via ILL acc. to the NL Library Rules and acc. to a request of the foreign (lending) library	
5.3.	Additional fee for preparation of order	
5.3.1.	p to 10 citations	30 Kč
5.3.2.	11th and each additional citation	3 Kč
5.4.	Additional charge for using originals from archival and rare collections – photoduplicating services	
5.4.1.	1-10 pages of each library unit	20 Kč
5.4.2.	11-50 pages of each library unit	100 Kč
5.4.3.	over 50 pages of each library unit	500 Kč
5.5.	Packing fee and Postage	
5.5.1.	Packing fee	35 Kč
5.5.2.	Packing - mass distribution of brochures and calendars	10 Kč
5.5.3.	Postage is charged in full, insurance fee included	
5.6.	Other fees and surcharges - reprographic services	
5.6.1.	Additional charge for incomplete order	20 Kč

5.6.2.	Additional charge for cut-out (photoduplicating services)		4 Kč
5.6.3.	Fee for express service	plus 50 % of the order price	
5.7.	Data carrier		
5.7.1.	CD, including sleeve		15 Kč
5.7.2.	DVD, including sleeve		30 Kč
5.8.	Fees - storage lockers, cloakroom		
5.8.1.	Refundable deposit for borrowing a lock		100 Kč
5.8.2.	Fee for a lost lock or key to a locker in the Scholars' Reading Room		100 Kč
5.8.3.	Fee (monthly) for a storage box in the Scholar's Reading Room		25 Kč
5.8.4.	Fee for the issue of uncollected objects left in lockers		200 Kč
5.8.5.	Fee for storing unauthorized items		100 Kč
5.8.6.	Fee for a lost or damaged cloakroom number		50 Kč
5.9.	Export Certificate		
5.9.1.	Fee for issuing a certificate for export of items of cultural value		500 Kč
6. Free Access to Information			
6.1.	Price list of payments provided under the Act No. 106/1999 Coll., on Free Access to Information, as amended		
6.1.1.	Paper print black/white, A4 format - 1 page		2 Kč
6.1.2.	Paper print colour, A4 format - 1 page		4 Kč
6.1.3.	Electronic copy, A4 format – 1 page		1 Kč
6.1.4.	CD, including sleeve		15 Kč
6.1.5.	Sending information to an applicant by post according to the actual costs of the postal service provider		
6.1.6.	Information retrieval and its processing for the purpose of providing it		250 Kč
7. General rules			

In accordance with Copyright Act No. 121/2000 Coll., as amended, the NL CR shall accept an order for digital copying, inter alia, only if it is verified that the economic copyright of all the works contained in the subject of copying has expired. Verification of the condition mentioned in the previous sentence is not part of the order acceptance. However, library staff will consult the library catalogue when accepting an order for a digital copy. Additional fee might be charged for postage (par. 5.5.3.), package (par. 5.5.1), data carrier (par. 5.7.), work with archival user the contract price in justified cases (e.g. more expensive material, more labor, higher costs, copies from originals that do not come from the NL collections). The National Library of the CR reserves the right to collect advance payment for orders before their fulfillment. Prices include applicable VAT.