

### APPENDIX 1: FEES AND SERVICES PRICELIST

EFFECTIVE STARTING DECEMBER 1, 2024

#### 1. Registration and Issue of Library Cards

<b>Annual patron registration fee (365 days) (half-year fee is ½ this amount)</b>	
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 Prague Card	no fee
<b>Patron Card</b>	
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	0.00
(GDPR - Regulation (EU) 2016/679 of the European Parliament and of the Council on personal data protection. Article 13) <sup>3</sup>	

Notes:

<sup>1</sup> Tertiary and secondary education institution libraries.

<sup>2</sup> Legal persons (with an allocated IČO [company ID No.]).

<sup>3</sup> 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

<b>Penalties for late return of loaned Library Item</b>	
1 Library Item/1 business day	5.00
eBook reader, tablet, power bank and other supplementary items / 1 business day	20.00
1 <sup>st</sup> to 3 <sup>rd</sup> reminder sent by mail	18.00
1 <sup>st</sup> Director's reminder	70.00
2 <sup>nd</sup> Director's reminder (letter with delivery note)	82.00
Fee for preparation of judicial enforcement (per Library Item)	200.00
<b>Zásilka, NTK's courier service</b>	
Zásilka, NTK's courier service	70.00

<b>Reservation</b> of a Library Item (notification is sent by email)	0.00
<b>Fee for enforcement of compensation for damaged or lost Library Item</b> <sup>1</sup>	
Flat fee for loss of a CD-ROM and DVD (per unit)	50.00
Handling fee <sup>2</sup> for enforcement of compensation (per Library Item)	200.00
Handling fee <sup>2</sup> for enforcement of compensation for damaged or lost electronic devices (eBook readers, iPadMini)	1000.00
Handling fee <sup>2</sup> for enforcement of compensation for damaged or lost electronic equipment (USB flashdisk, charger, powerbank, laptop holder)	200.00
Fee for a damaged / lost RFID label	50.00

Notes:

<sup>1</sup> The method of compensation for loss, damage, or destruction of a Library Item will be determined by NTK and notified to the patron by email and letter.

<sup>2</sup> The handling fee is non-refundable .

### 3. Self-Service Reprographic Services

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

#### 4. Reprographic Services

Black & white copy/print output	1 page A4	2.00
	double-sided A4	3.00
Black & white copy/print output	1 page A3	4.00
	double-sided A3	6.00
Color copy/print output	1 page A4	12.00
	double-sided A4	18.00
	1 page A3	19.00
	double-sided A3	22.00

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).

#### 5. 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 (from a digital copy)	1 page A4	12.00
	double-sided A4	13.00
	1 page A3	14.00
	double-sided A3	16.00
Color paper copy of an old print (from a digital copy)	1 page A4	22.00
	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 (from a digital copy)	1 page A4	3.00
	double-sided A4	4.00
	1 page A3	5.00
	double-sided A3	7.00
Color paper copy of a rare document (from a digital copy)	1 page A4	13.00
	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

Note: An old print means a publication published up to and including a year 1800, a rare document means any publication from the NTK Rare Books & Special Collections published after 1800. Unpublished works from the NTK Rare Books & Special Collections are considered as old prints for the purposes of the reprographic service.

## 6. Document Delivery Services<sup>1</sup>

[Ceník služeb VPK](#)

[Ceník ZÍSKEJ](#)

Notes:

<sup>1</sup> More information about prices of Interlibrary Loan Services and International Interlibrary Loan Services for VPL and ZÍSKEJ patrons are available using the links provided.

## 7. Searches, Consultation Services, and Workshops

Fees are charged for searches performed by NTK staff from databases accessible on 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 <sup>1</sup>	200.00/hour	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.
Workshop for private high schools and university-level educational institutions	5,000	Tailor-made workshop for the contracting institution, thematically focused on information literacy and critical thinking. Duration and scope as per agreement.

Notes:

<sup>1</sup> The resource search includes a search of NTK eResources, NTK catalog, selected catalogs in CZ, and freely-available specialist resources. The cost of printouts, photocopies, and copying will be added to the final price of the resource search.

## 8. Domestic Interlibrary Loan Services

Flat rate compensation of costs connected with the procurement of a loan object: academic staff and students	per Library Item	0.00
Flat rate compensation of costs connected with the procurement of a loan object	per Library Item	70.00

## 9. International Interlibrary Loan Services

		basic price / higher price
Non-profit organization libraries, students, patrons over 65 years	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	8 € / 1 IFLA Voucher
	copy, for 1-40 pages	8 € / 1 IFLA Voucher
	copy over 40 pages	12 € / 1.5 IFLA Voucher
We apply reciprocity options.		

Notes:

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.

## 10. Other Fees

Fine for violation of the rules for the use of individual carrels	500.00
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## 11. 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 mail	Europe	150.00
	rest of the world	200.00
Collecting a CD-ROM/DVD with the eBook in person at NTK		30.00

## 12. Guided Tours<sup>1</sup>

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

Notes:

<sup>1</sup> The indicated prices are in CZK without the applicable VAT. Users and Patrons indicated in article 3.1.1 of the Conditions of Use (which also provides instructions for ordering and conditions of such tours) are entitled to a free guided tour.

<sup>2</sup> Tours are provided by National Library of Technology staff.

## 13. Space Rentals

### 13. 1. Reduced Fees for Short-term Rentals<sup>1,2</sup>

Name of rented room	1 hour
Team Study Room: reduced fee <sup>2</sup>	30

Notes:

<sup>1</sup> The specified prices are final; i.e., they include applicable VAT.

<sup>2</sup> The listed reduced fees for team study rooms apply to Patrons in Groups A, AV, AC, AU, B, BV, BC, E, EC, G a GC (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).

### 13. 2. Reduced Fees for Long-term Rentals of Individual Carrels<sup>1,2</sup>

Name of room	Per day	Per Week (Mon-Sun)	Per month (from the first day of the month)
Standard individual carrels	50	350	1,150
Barrier-free individual carrel No. 7 <sup>2</sup>	N/A	N/A	1,150
Barrier-free individual carrel No. 21 <sup>2</sup>	50	N/A	N/A

Notes:

<sup>1</sup> The specified prices are final; i.e., they include applicable VAT. The listed reduced fees apply to Patrons in Groups A, AC, AU, AV, B, BC, BV, E, EC (see [Appendix II. Service Differentiation Principles \[Patron Privileges\]](#))

<sup>2</sup> The service can be used by customers of groups A, AC, AU, AV, B, BC, BV, E, EC (see [Appendix II. Service Differentiation Principles \[Patron Privileges\]](#)) with the proof of disability (e.g. the proof of disability from the Social Security Office, the proof of disability, disability card, medical report), the document must be kept with you during the use of the study room in case of inspection.

### 13. 3. Short-term Commercial Rentals<sup>1</sup>

<b>Name of room</b>	<b>1 hour</b>
Team Study Room	400
Computer Room 01	2,000
Computer Room 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:**

<sup>1</sup> The specified prices are final; i.e., they include applicable VAT.

**Note:** The above-mentioned fees are specified in CZK. NTK reserves the right to change these fees and publish a new pricelist whenever it deems it necessary. 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 the event of non-compliance with the due date stated on the invoice, statutory interest may be charged.

### 14. Polytechnic Workshop<sup>1</sup>

#### 14.1 3D Print Materials

<b>Name of Material</b>	<b>Price</b>
PLA, PETG, ABS	0.80 /g
TPE	2.00 /g
BVOH	4.00 /g
Tough Resin	1.60 /g
Flex80, BioBased60	1.90 /g

#### 14.2 Bigger Format Printing Materials

Paper for Posters	4.00 /cm
Vinyl	4.00 /cm

**Notes:**

<sup>1</sup> The specified prices are in CZK and include applicable VAT.

**Note:** NTK reserves the right to change these fees and publish a new pricelist whenever it deems necessary. Actual prices to specific materials can be found on the [Wiki of the Polytechnic Workshop](#) (Czech only).

In Prague, dated October 22, 2024

NTK Director

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