

Jagiellonian Library Special Services Price List

This pricelist comes into effect on 1st August 2011

- I. Filming the Library rooms
- II. Library room rental
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The Price List for Special Services of the Jagiellonian Library

The Library provides special services and accepts payment according to the following price list:

I. Filming of the Library rooms

Regardless of the technique used, the price is determined on an individual basis by the Library Director, depending on:

- a. the type of room
- b. the difficulty of the task
- c. the type of project and the type of institution ordering the service

The minimum fee is **150 zł per hour**.

Filming of the rooms for informational purposes or for the promotion of the Jagiellonian University is allowed free of charge.

II. Room rental

The Exhibition Room (in the new building) - **200 zł (+ 23% VAT) for a period of 24 hours**

The Conference Room (in the new building):

- for institutions other than the Jagiellonian Library (JL):
 - for 4 hours - 1500 zł (+23% VAT) and for each additional hour - 300 zł (+ 23% VAT)
- for divisions of the JU:
 - for 6 hours - 500 zł and 50 zł for each additional hour

On non-working days room rental prices increase by 50%.

In individual cases prices may be negotiated, but the discount cannot be greater than 25%.

In the case of room rental for the purposes of exhibitions, displays, ceremonies, auctions etc. with the participation of the Jagiellonian Library, the prices are set by the Library Management and are reflected in the contract.

As regards the renting of areas not mentioned above (inside the building or in the grounds of the Library), prices are negotiated on an individual basis by the Library Management.

III. Loaning items for reproduction or filming

The fees range from **40 to 100 zł (€15-35) per frame**. In the case of the reproduction of the entire item (e.g. an entire manuscript or volume for the purpose of producing a facsimile or digital-medium reproduction), or when a large number of frames is required, the price is reduced. It is calculated as 10- 50 % of the amount resulting from the total number of frames. The payment calculated in this way becomes the base rate.

The base rate depends on:

- a. the uniqueness of the object, its historical and artistic value
- b. the condition of the object
- c. the graphic printing technology of the item, the type of binding, etc.
- d. the reproduction technique required and the resulting degree of risk of damage to the object

The **base rate is increased** by:

- **50%** if the Library had a considerable hand in the selection, finding or presentation of the borrowed items
- **100%** if the reproduction is going to be placed on a jacket or cover, postcard or greeting card, in a calendar, on a poster etc.
- **100%** if the object is loaned for filming (regardless of the technique used)
- **200%** if the reproduction or film is going to be used for advertising

In cases where the reproduction contributes to research of considerable scholarly significance, or where it is done for the purposes of disseminating information about (or advertising) the Jagiellonian University, the Management of the Jagiellonian Library may limit or waive the fee entirely.

Persons applying for the reproduction of items in the Jagiellonian Library collections must comply with the law on copyright and related laws of 4th February 1994 (Dziennik Ustaw Nr 24).

The amount of the fee is determined by the head of the department loaning the given object. He or she can also deny permission for the loan.

No fee is required for reproducing, filming or loaning for exhibition when items are requested by:

1. libraries, archives and museums (working within the letter of the law)
2. readers working on master's, doctoral and post-doctoral (habilitation) theses
3. institutions and persons using prints, films etc. for teaching purposes

IV. Reproducing and filming

IV.1. P h o t o g r a p h i c S e r v i c e s

1. Microfilms and microfiches

Type of service	Price in zloties (+ 23% VAT)	Price in euros (+ 23% VAT)	
Negative microfilm 32x45 mm (minimum order of 10 frames)		1.00 zł per frame (min.10 zł)	€ 0.30 per frame
positive/negative microfilm copy (minimum request 20 frames)		0.60 zł per frame (min. 10 zł)	€ 0.20 per frame
Microfiche	negative	20 zł per unit	€ 6.00 per unit
	diazo	12 zł per unit	€ 3.50 per unit

* The minimum fee for domestic requests is given in the table.

** The minimum fee for foreign requests is € 15.

Where applicable, postage is added (in accordance with the postal price list).

When negative or positive copies are purchased, the reproduction rights are reserved by the Jagiellonian Library.

Orders placed by divisions of the Jagiellonian University are paid by bank transfer accompanied by an appropriate notification.

2. C o l o u r p h o t o g r a p h y for editorial purposes (Sinacram 2 camera)

Format of the original	Price in zloties* per unit	Price in EUROS ** per unit
A4	30,00 zł	€ 10,00

A3	40,00 zł	€ 12,50
A2	50,00 zł	€ 16,00
max. 55x70 cm	60,00 zł	€ 18,70

* The minimum fee for domestic requests (up to 10 pages) is 30 zł.

** The minimum fee for foreign requests is € 20 (+ 23% VAT).

The fee for copies of items from the Special Collections of the Library is 50% higher.

The discount cannot be greater than 25%.

The cost of the CD is included in the fee.

Where applicable, postage is added (in accordance with the postal price list).

When a colour photograph is purchased, the reproduction rights are reserved by the Jagiellonian Library.

Orders placed by divisions of the Jagiellonian University are paid by bank transfer accompanied by an appropriate notification.

The Library reserves the reproduction rights for any objects purchased.

3. P h o t o c o p y i n g S e r v i c e s

Type of photocopy		Price in zloties* per page	Price in EUROS per page**
A-4	one-sided	0.30 zł	€ 0.08
	two-sided	0.50 zł	€ 0.12
A-3	one-sided	0.60 zł	€ 0.15
	two-sided	0.80 zł	€ 0.20

* The minimum fee for domestic requests (up to 10 pages) is 10 zloties.

** The minimum fee for foreign requests is € 15.

Where applicable, postage is added (in accordance with the postal price list).

Orders placed by divisions of the Jagiellonian University are paid by bank transfer accompanied by an appropriate notification.

4. Scanning

Type of scanning		Price in zloties* for scan	Price in EUROS** for scan
scanning from the original item gray scale resolution up to 200 dpi format JPEG	A1 format	3,50 zł	€ 1,10
	A2 format	2,50 zł	€ 0,80
	A3 format	2,00 zł	€ 0,60
	A4 format	1,50 zł	€ 0,50
scanning from the original item gray scale resolution 300 dpi format JPEG	A1 format	4,50 zł	€ 1,40
	A2 format	3,50 zł	€ 1,16
	A3 format	2,80 zł	€ 0,85
	A4 format	2,20 zł	€ 0,66
scanning from the original item colour resolution up to 200 dpi format JPEG	A1 format	4,00 zł	€ 1,25
	A2 format	3,20 zł	€ 1,06
	A3 format	2,60 zł	€ 0,82
	A4 format	2,10 zł	€ 0,63
scanning from the original item colour resolution 300 dpi format JPEG	A1 format	10,00 zł	€ 3,11
	A2 format	7,00 zł	€ 2,32
	A3 format	4,50 zł	€ 1,40
	A4 format	3,00 zł	€ 1,00
scanning from the original item colour resolution 400/600 dpi format JPEG	A1 format	12,00 zł	€ 3,25
	A2 format	9,00 zł	€ 3,00
	A3 format	6,00 zł	€ 1,80
	A4 format	4,00 zł	€ 1,25
scanning from the original item colour resolution up to 200 dpi format TIFF	A1 format	12 zł	€ 3,25
	A2 format	8 zł	€ 2,50
	A3 format	4 zł	€ 1,25
	A4 format	3 zł	€ 1,00
scanning from the original item	A1 format	24 zł	€ 6,50

colour / gray scale resolution 300 dpi format TIFF Min. price for scan is 12 zł + 23% VAT. (€ 15)	A2 format	12 zł	€ 3,25
	A3 format	6 zł	€ 1,80
	A4 format	4 zł	€ 1,25
scanning from the original item colour/gray scale resolution 400/500 dpi format TIFF Min. price for scan is 15 zł + 23% VAT. (€ 16)	A1 format	40 zł	€ 12,50
	A2 format	20 zł	€ 6,12
	A3 format	10 zł	€ 3,11
	A4 format	6 zł	€ 1,50
scanning from the original item colour / gray scale resolution 600 dpi format TIFF Min. price for scan is 30 zł + 23% VAT. (€ 20)	A1 format	50 zł	€ 16,00
	A2 format	25 zł	€ 8,00
	A3 format	14 zł	€ 4,64
	A4 format	8 zł	€ 2,50
scanning with cropping	price for scan + 2 zł		
combining images; "bonding", "stitching"	price for scan + 10 zł		

Scanning with cropping — price for scan + 2 zł (€ 0,60)

Combining images, "bonding" or "stitching" — price for scan + 2 zł (€ 0,60)

In individual cases the price may be negotiated. The discount cannot be greater than 25%.

The fee for scans (colour/greyscale — except special collections) in TIFF format from the JL's digital archive is 50% of the base rate.

The fee for scans (colour/greyscale - special collections) in TIFF format from the JL's digital archive is 75% of the base rate.

The fee for scans (colour/greyscale) in JPEG format from the JL's digital archive is 25% of the base rate.

*The minimum fee for domestic requests is 12 zloties + 23% VAT.

**The minimum fee for foreign requests is € 15.

Where applicable, postage is added (in accordance with the postal price list).

When scans are purchased, the reproduction rights are reserved by the Jagiellonian Library.

Orders placed by divisions of the Jagiellonian University are paid by transfer bank transfer accompanied by an appropriate notification.

5. Printouts

5a. Printouts from digital copies of the JL

except special collections (graphics, cartography, music, old prints and manuscripts)

Type of printout		Price in zloties*	Price in EUROs**
black and white / gray scale on ordinary paper	A4 format	1,20 zł	€ 0,30
	A3 format	2,40 zł	€ 0,60
colour on ordinary paper	A4 format	3,60 zł	€ 0,90
	A3 format	7,20 zł	€ 1,80
black and white / gray scale on photographic paper	A4 format	4,00 zł	€ 1,00
	A3 format	8,00 zł	€ 2,00
colour on photographic paper	A4 format	11,00 zł	€ 2,75
	A3 format	18,00 zł	€ 4,50

*The minimum fee for domestic requests is

18 zloties.

**The minimum fee for foreign requests is € 15.

Where applicable, postage is added (in accordance with the postal price list).

When printouts are purchased, the reproduction rights are reserved by the Jagiellonian Library.

Orders placed by divisions of the Jagiellonian University are paid by bank transfer accompanied by an appropriate notification.

5b. Printouts from digital copies of the JL

special collections (graphics, cartography, music, old prints and manuscripts)

Type of printout		Price in zloties*	Price in EUROs**
black and white / gray scale on ordinary paper	A4 format	2,50 zł	€ 0,62
	A3 format	5,00 zł	€ 1,25
colour on ordinary paper	A4 format	5,00 zł	€ 1,25
	A3 format	7,50 zł	€ 1,87
black and white / gray scale on photographic paper	A4 format	5,00 zł	€ 1,25
	A3 format	10,00 zł	€ 2,50
colour on photographic paper	A4 format	12,00 zł	€ 3,00
	A3 format	18,00 zł	€ 4,50

*The minimum fee for domestic requests is 12

zł.

**The minimum fee for foreign requests is € 12.

Where applicable, postage is added (in accordance with the postal price list).

When printed copies are purchased, the reproduction rights are reserved by the Jagiellonian Library.

The Deputy Director of the JL for Special Collections and Publishing gives written permission for the reproduction of library items (together with a price estimate).

Orders placed by divisions of the Jagiellonian University are paid by bank transfer accompanied by an appropriate notification.

5c. Other printouts

The fee for black and white text printouts from databases (CD-ROM and online), the Internet, and online catalogues is: 0.60 zł per page (€ 0.15)

The fee for non-text, colour and black and white printouts, from databases (CD-ROM and online), the Internet, and online catalogues is: 3,60 zł per page (€ 0,90)

The minimum fee for domestic requests of the aforementioned printouts is 12 zł.

The minimum fee for foreign requests of the aforementioned printouts is € 12.

Where applicable, postage is added (in accordance with the postal price list).

The fee for copying items from the digital collection of the JL (only in JPEG format) to a CD-R disc is 50% of the base rate for the scan.

Orders placed by divisions of the Jagiellonian University are paid by bank transfer accompanied by an appropriate notification.

When copies are purchased, the reproduction rights are reserved by the Jagiellonian Library.

The Deputy Director of the JL for Special Collections and Publishing gives written permission for the reproduction of library items (together with a price estimate).

The Library reserves the reproduction rights for the objects purchased.

V. Mass conservation

1. Disinfection in the fumigation chamber

100 zł + 23% VAT per metre (in A4 format).

2. Bookbinding services

New library binding – 22 zł + 23 % VAT: A4 format (up to 320 pages)

Replacement of the binding – 40 zł + 23% VAT: A4 format

Envelopes and boxes: the price depends on the size and cost of cardboard and paper

3. Deacidification of 19th-20th century library and archive materials in the workshops of the Paper Clinic at the Jagiellonian Library:

Bookkeeper III (binded items, loose sheets) – 60 zł per kg.

The minimum fee is 12 zł.

Neschen C900 (loose sheets) – 0,50 zł per sheet (in A4 format).

The minimum fee is 12 zł.

0,55 zł per sheet (in A4 format), together with ironing after deacidification.

The minimum fee is 15 zł.

VI. Researching reference queries

Fees are charged within reason in individual cases. The JL does not accept requests for queries or the compilation of bibliographical data for master's, doctor's and post doctoral theses and the like.

The fee for researching reference requests depends on the amount of research time needed to complete the request
hour = 50 zł (€12)

The Jagiellonian Library may exempt libraries, scientific institutions and schools from payment for reference work.

VII. Interlibrary Loan Services

Fees for borrowing books from foreign libraries:

Europe (except Great Britain)	45 PLN
	80 PLN

Great Britain
USA, Australia and
other countries

60 PLN

Fees for bringing Xerox copies from foreign libraries:

Up to 20 pages: 32 PLN (equivalent of 1 voucher)
Above 20 pages: in accordance with a bill delivered by the JL

This is a lump fee corresponding to the average fee required by a foreign library for lending a book and the delivery charge. The JL pays for the borrowing of books with €8 IFLA vouchers.

VIII. General principles

1. Low-print-run (up to 1000 copies) scholarly publications and textbooks are exempt from the fee for reproduction rights.
2. Publishers exempted from fees for the right of reproduction are obliged to send one free copy of the publication to the Jagiellonian Library.
3. The Director of the Jagiellonian Library gives written permission for the reproduction of library items on condition that the person requesting the service will prepay the fee for the right of reproduction according to the [price list](#) (this refers to domestic requests).
4. Prepayment may be requested for photographing items of high value or in large numbers.
5. In particular cases the Director of the Library may increase, lower or waive the fee.
6. When express service is requested, the fee is increased by 50%.
7. VAT is added on the invoice.

IX.

The Director of the Library reserves the right to modify this price list whenever substantial changes in the cost of performing a particular service have occurred.

Ich möchte Sie freundlich bitten, uns Ihre Ust-IdNr. Mitzuteilen, die wir zur Ausstellung der Rechnung brauchen. Sollten Sie diese Nummer nicht besitzen, geben Sie uns bitte Bescheid per E-Mail.

Herewith I would like to ask you to make your VATIN accessible to us in order to issue an invoice. If you do not possess a VATIN number, please let us know per e-mail.