

Appendix 2: Price list of fees, contractual fines and paid services of the VSB-TUO Central Library

Price List of Fees, Contractual Fines and Paid Services of the VSB-TUO Central Library

I. Fees	
Registration and issuance of a user ID	
Registration of all internal users ¹⁰ and users in the external-student and external-graduate categories	free of charge
Issuing a chip card for external-student, external user and external-foreign user	CZK 40.00
One-year (12 months) registration for external user and external-foreign user	CZK 100.00
Deposit for lending an anonymous chip card entitling to one-time entry into the VSB-TUO CL	CZK 40.00
Issuing a user ID at loss or damage	CZK 80.00
Booking fee¹¹	
In the event that the booked document is not collected, the fee will be credited to the user's account.	
For each document booked	CZK 5.00
II. Contractual penalties¹²	
Contractual penalty for exceeding the set loan period (for each document)	CZK 20.00
Contractual penalty for sending the Call with a return receipt	CZK 50.00
Contractual penalty for exceeding the loan period of out-of-library loans for each document and for each commenced calendar day by which the loan period is exceeded	CZK 1.00
Contractual penalty for exceeding the loan period for loans from the reading room and loans from the departmental library for each document and for each commenced calendar day by which the loan period is exceeded	CZK 20.00
Recovery by legal action	according to the amount of the costs involved
Contractual penalty for failure to return each borrowed document	financial compensation in the amount of the purchase price of the document
Losses and refunds	
The Director of the Central Library decides on the method of compensation according to the Library and Lending Rules (see Article VI of the Library and Lending Rules).	

¹⁰ internal-employee, internal-doctoral student, internal-student, internal-MBA student, internal-student trainee, internal-pensioner, i.e. former employee of VSB-TUO

¹¹ does not apply to internal users of the university staff

¹² does not apply to internal users of the university staff

Overhead costs associated with administrative handling of the non-returned document (for each lost or non-returned and replaced document)	CZK 20.00
III. Paid services Interlibrary and International Interlibrary Loan Service¹³	
For internal users	free of charge
For external users	charged according to the price list of the providing library
If the document requested via ILS/IILS is not collected or the ILS/IILS request is not cancelled in time, the user of any user category will be charged the full cost according to the price list of the providing library.	
Reprographic services Only copies from documents from the VSB-TUO Central Library collection are made on attended copiers. Copies made can be in A3 or A4 format, only one-sided. The applicant may request to reduce or enlarge the original in accordance with the copier options. The resulting financial amount for the copies made on attended copier and prints is rounded up to the whole crown. In the case of copier where copying and printing is realized through SafeQ, it is not possible to pay for copies and prints in cash.	
Fees for copies with attendance	
1 copy of A4 format	CZK 1.50
1 copy of A3 format	CZK 3.00
Fees for using printers	
printing 1 sheet of A4 format one-sided	CZK 2.50
printing 1 sheet of A4 format on both sides	CZK 5.00
IV. Fees and contractual penalties for lending electronic devices	
Reservation of an electronic device	free of charge
Lending an electronic device	free of charge
Contractual penalty for exceeding the borrowing period per each commenced day exceeding the loan period	CZK 20.00
Contractual penalty for non-returned or non-functional item of electronic device accessories	CZK 300.00/item
Contractual penalty for non-refundable or non-functional electronic device	compensation in the amount of the acquisition cost of the original electronic device

¹³ see Section 4 Subsection 2 (b) and (c) of the Library Act