

### Price List of Fees and Services of the University Library of MBU

	User Category	Fee /EUR/
Registration fee	A,AB,B,C,D,V	5,00
Registration and prolongation fee – user with special needs	A,AB,B,C,D,V	Free of charge
Library card prolongation	AB,B,C,V	3,00
Single fee for services for an unregistered user		1,00
<b>Penalty fees for violation of the Library Rules and Regulations of MBU</b>		
Duplicate of a library card (due to loss or damage of the original card)	A,AB,B,C,D,V	2,00
Damage of paperback publication	A,AB,B,C,D,V	4,00
Damage of hardback publication	A,AB,B,C,D,V	5,00
Compensation for a lost document – <i>in accordance with Annexe No. 3 of the Library Rules and Regulations of MBU</i>		
<b>Penalty fees for exceeding the loan period - overdue fees (for each document)</b>		
Exceeding the loan period, for each day of delay	A,AB,B,C,D,V	0,20
Director's Reminder (90 working days from the expiration date of the loan period)	A,AB,B,C,D,V	7,00
<i>If a Director's Reminder is sent, the user shall pay also overdue fees, according to the number of overdue days.</i>		
Reminder before initiating legal action (120 working days from the expiration date of the loan period)	A,AB,B,C,D,V	10,00
<i>If a Reminder before initiating legal action is sent, the user shall also pay the fees for Director's Reminder and overdue fees, according to the number of overdue days.</i>		
<b>Other penalty fees</b>		
Loss or damage of the book cover of the borrowed document	A,AB,B,C,D,V	2,00
Loss or damage of a teaching aid – in the amount of the purchase price of the teaching aid – <i>in accordance with the Annexe No. 6 of Library Rules and Regulations of MBU</i>		
Loss or damage of a protective bag of a teaching aid	A,AB,B,C,D,V	2,00
Damage of a document from historical collections – in full cost of invoiced expenses for renovation of the historical document – <i>in accordance with the Annexe No. 5 of Library Rules and Regulations of MBU</i>		
Damage of barcode label, call number or protective label	A,AB,B,C,D,V	1,50
Loss or damage of a key from the cloakroom locker	A,AB,B,C,D,V	3,00
Failure to pick up a requested document (does not apply to documents requested by means of Interlibrary Loan Services and International Interlibrary Loan Services)	A,AB,B,C,D,V	0,50/1doc.
Return of borrowed documents to another library	A,AB,B,C,D,V	1,00/1doc.
<b>Handling fees</b>		
Handling fee in case of loss of a document and a teaching aid	A,AB,B,C,D,V	6,00
<b>Fees for extra services</b>		
Requests and reservations of documents by phone or e-mail	A,AB,B,C,D,V	0,50/1doc.
Prolongation of the loan period and reservations of documents by phone or e-mail	A,AB,B,C,D,V	0,50/1doc.
Processing of publication activities for external applicants for habilitation / inauguration procedure	-	200,00

Processing of publication activities from previous workplaces for MBU employee	A	200,00
<b>Interlibrary Loan Services</b>		
Fees for Interlibrary Loan Services (ILL)	A,AB,B,C,D,V	Free of charge
Fees for International Interlibrary Loan Services (IILL) – in full amount invoiced by the contractor subject – <i>in accordance with the Annexe No. 4 of Library Rules and Regulations of MBU</i>		
Overdue fee for exceeding the expiration date of documents loaned by means of ILL (for each day and document)	A,AB,B,C,D,V	0,20
Overdue fee for exceeding the expiration date of documents loaned by means of IILL (for each day and document)	A,AB,B,C,D,V	0,20
Overdue fee for 3 or more days exceeding the expiration date of documents loaned by means of IILL	A,AB,B,C,D,V	2,00
<b>Search services</b>		
A single bibliographic search	A,AB	Free of charge
A single bibliographic search (up to 30 records)	B,C,D,V	5,00
A single bibliographic search (over 30 records)	B,C,D,V	7,00
A single bibliographic search	unregistered	8,00
Additional fee for express preparation of a bibliographic search (within 2 workdays)	A,AB,B,C,D,V, unregistered	5,00
Penalty fee in case of failure to pick up a requested bibliographic search	B,C,D,V	5,00
<i>Printing a bibliographic search is charged separately, see Other services</i>		
<b>Reprographic services (only from the library collections of the UL MBU)</b>		
Format A4, A5 – single page	A,AB,B,C,D,V	0,05
Format A4, A5 – duplex	A,AB,B,C,D,V	0,10
Format A3 – single page	A,AB,B,C,D,V	0,10
Format A3 – duplex	A,AB,B,C,D,V	0,15
<b>Other services</b>		
Black and white print A4 – single page	A,AB,B,C,D,V	0,10
Black and white print A4 – duplex		0,15
Black and white print A3 – single page		0,15
Black and white print A3 – duplex		0,20
Colour print A4 – single page	A,AB,B,C,D,V	0,30
Colour print A4 – duplex		1,00
Colour print A3 – single page		1,00
Colour print A3 – duplex		2,00
Scanning (price per page)	A,AB,B,C,D,V	0,10
Binding of seminar papers	A,AB,B,C,D,V	1,30