

Annex no. 1 to the directive no. 19 – LIBRARY RULES  
**Price list of charged services and other charges of the library**

**Issuing a library card and annual fees** (validity: 12 months)

- students, members of the editorial boards of the IIR.....50,- Kč
- other external users.....100,- Kč
- duplicate of the library card .....100,- Kč
- one-day entrance fee .....10,- Kč

**Copies of the library materials** (self-service copying)

- A4 format .....2,50 Kč
- A3 format .....4,- Kč
- pre-charged card (50 copies).....125,- Kč
- pre-charged card (100 copies).....250,- Kč

**Copy delivered by fax – 1 page A4** .....6,50 Kč

(an additional charge corresponding to the number of electronic impulses is included in the price)

**Printing**

- A4 format .....2,50 Kč

**Deposits for borrowing publications**

- publications that were published in 1993 or later ..... a deposit corresponding to the value of the book
- small prints (no prices listed) .....250,- to 500,- Kč
- older publications .....500,- to 1000,- Kč
- e-book reader .....2000,- Kč

**Fees and sanctions**

- charges for keeping books past their due date.....100,- Kč / day
- charges for keeping an e-book reader past its due date.....10,- Kč / day
- damaged material fees.....50 % to 100 % of the value of the book
- 3rd reminder (registered letter).....50,- Kč
- the fee for the preparatory measures before legal action is taken, including the last overdue notice (for each document) .....300,- Kč
- handling charge for replacement of lost or damaged materials (for each document).....200,- Kč
- handling charge for refunding of deposit by postal services.....100,- Kč

**Inter-library loan service** (deposit corresponding to the expected value of the book)

- fee charged by the institution owning the requested item
- postage and packing according to the applicable tariff

**International inter-library loan service** (deposit corresponding to the expected value of the document)

- fee charged by supplying institution (NK ČR, NTK)
- postage and packing according to the applicable tariff

Special search – bibliographic research .....250,- Kč/hour.  
(additional fee charged for printing/sending by fax/postage and packaging)