

Appendix no. 4 to the Order issued by the Rector, no. 134/2021 – List of Fees and Paid Services

List of Fees and Paid Services

Type of fee	fee in CZK
<b>REGISTRATION FEES (for 12 months)</b>	
External users – members of the public	200
External users – persons with specific needs	100
<b>PENALTY FEES (FINES)</b>	
Failure to return a document before the expiry of the loan period – off-site loans, per document	2 per working day
Failure to return a document before the expiry of the loan period – short-term loans, per document	50 per working day
Sending of first and second reminders	15
Sending of third and fourth reminders (registered post)*	70
Issue of a duplicate library user card to external users	50
Administrative fee for dealing with lost or damaged documents	50

\* If the return of a loaned document is enforced via the courts, the fee levied will be adjusted to include the current value of the document, a penalty fee charged per commenced day, other charges related to the enforcement process as evident from documentary evidence, and court fees.

<b>SERVICES</b>	
<b>Inter-library lending service</b>	
<b>Czech Republic</b> – external users (the fee covers postage and packing; if the Library demands payment of additional costs, the user must pay these costs in full. When a printed copy of a text is sent, the sending library decides on the fee)	200
<b>International</b> – external users (the fee covers postage and packing; if the Library demands payment of additional costs, the user must pay these costs in full. When a printed copy of a text is sent, the sending library decides on the fee)	400
<b>Bibliographic search service</b>	
External users	200
<b>Reprographic services**</b>	
Black and white copying or printing – 1 x A4 page	2
Black and white copying or printing – 1 x A3 page	4
Colour printing – 1 x A4 page (text)	5
Colour printing – 1 x A4 page (image)	20

\*\* Copying applies only to documents forming part of the Library's stocks, in accordance with Act no. 121/2000 Sb. on copyright and related rights and on amendments to certain acts (the Copyright Act), as amended.

<b>Fees for inter-library loans from the Library's stocks – for other libraries</b>	
<b>Czech Republic</b> – postage and packing (sending the document to the requesting institution)	100

**International** – postage and packing (sending the document to the requesting institution located abroad)

300