

PRICE LIST OF THE INFORMATION AND LIBRARY SERVICES

Centre of Information and Library Services (CIKS)

University of Economics, Prague (VŠE)

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1. User Cards, Registration Fees

User cards for library and information services at VŠE are the multifunctional identification cards of VŠE (MIC), student cards without chip and cards issued by CIKS:

		Price
a) Multifunctional identification card of VŠE (MIC) issued by the Computer Centre of VŠE		actual cost at http://vc.vse.cz
b) Student identification card without chip issued by the Computer Centre of VŠE		free of charge
c) Card issued by CIKS (for external users) <i>- For outside loans only, not allowed for entering the study rooms and for copying</i> <i>- It is issued by the Reception of CIKS in Old Building of VŠE at Žižkov, Prague 3</i>		*100 CZK
d) MIC for single entering to the study rooms and for copying (it is lent by the Reception of CIKS.) <i>- In case of not returning MIC in time the entrance charge is deducted for every delayed day up to the amount of the refundable deposit.</i>	refundable deposit	250 CZK
	entrance charge	50 CZK

* Discount 50 % for pensioners and disabled people.

a) Registration of card's validity	20 CZK
b) Renewal of card's validity	
• internal users, multifunctional identification card	20 CZK
• internal users, student identification card without chip	20 CZK
• external users, card issued by CIKS	50 CZK
• external users, multifunctional identification card	100 CZK

2. Loan Services

a) Charges for overdue return of documents	
• for exceeding the standard loan period	3 CZK/day
• for exceeding short-term loan period	5 CZK/day
• for exceeding loan period of items for in-house use	50 CZK/day
b) Reservation of documents	
• handling charge for executing a reservation	10 CZK

<ul style="list-style-type: none"> handling charge for reservation notification by mail (Czech Post), internal mail or by phone 	15 CZK
c) Charges for failure to collect a reserved document	10 CZK
d) Handling charges for overdue notice	
<ul style="list-style-type: none"> 2nd overdue notice 	15 CZK
<ul style="list-style-type: none"> 3rd overdue notice 	30 CZK
<ul style="list-style-type: none"> 4th overdue notice 	50 CZK
<ul style="list-style-type: none"> overdue notice before legal action 	100 CZK

Note: A performed reservation means the preparation of a document, the reservation fee is charged even in the case when a user is not taking the document.

3. Interlibrary Services

a) Interlibrary loan services	
<ul style="list-style-type: none"> for copies of journal articles 	actual cost
<ul style="list-style-type: none"> for borrowing a full document from another library 	actual fee of the borrowing library + postage and packing expenses
b) International interlibrary loan services	
The payment is determined by the terms and conditions of the borrowing library - e.g. the prices of the National Library of the ČR, whose international interlibrary loan services are generally used	
<ul style="list-style-type: none"> for one loan from abroad that was executed (its place of publishing is Europe, apart from UK) 	250 CZK
<ul style="list-style-type: none"> for one loan from abroad that was executed (its place of publishing is UK or outside Europe) 	450 CZK
<ul style="list-style-type: none"> for copies of each 5 pages of the copied document (including commenced ones) 	40 CZK
<ul style="list-style-type: none"> handling charge of the international interlibrary loan services 	100 CZK

4. Compensations for Damage and Loss of Documents including Handling Charges

a) Charge for damage of documents (pulling out pages, underlining of text)	full cost value or substitution by another copy of the publication
b) Charge for loss of the whole document	full cost value + 100 %
c) Handling charge for new library processing	50 CZK/copy

Note: Detailed information about the terms and conditions of compensation for documents - see the Library Rules, section VII/2.

5. Retrieval, Reference and Consulting Services

a) Reference and consulting services for students, teachers and employees of VŠE	free of charge
b) Reference and consulting services for the public	
<ul style="list-style-type: none"> up to 30 minutes 	free of charge

• next each commenced half an hour of consultant's work	100 CZK
c) Retrieval services for employees and teachers of VŠE from subscribed and free sources and from archive of retrievals	free of charge
d) Retrieval services for employees and teachers of VŠE from the other paid information sources	according to actual cost
e) Retrieval services for the public	
• lump fee (also in case of a retrieval with zero result - it is paid by each ordering person)	100 CZK
• 1 hour of consultant's work	350 CZK/1 hour
f) Information media for internal and external users	
• print on paper A4 sheet	2.50 CZK/1 page
• CD-ROM	10 CZK
g) Handling charges	
• postage and packing	according to actual cost
• sending of a retrieval by electronic mail	free of charge

6. Self-service Copy Services and Printing

a) Self-service photocopiers in study rooms and libraries of VŠE by use of the MIC	actual cost at http://vc.vse.cz
<i>Note: Teachers and other employees of VŠE are allowed to copy materials from the library at photocopiers in the departments.</i>	
b) Self-service network printers in study rooms – price per 1 A4 page	actual cost at http://vc.vse.cz

7. Subsidiary Services of Libraries of VŠE (Laminating, Ring Binder, Name Badges)

a) Laminating (double-sided sealing of documents into a special foil)	
• A4 sheet	25 CZK/1page
• A5 sheet	15 CZK/1page
• A6 sheet	12 CZK/1page
• A7 sheet	10 CZK/1page
b) Name badges for employees of VŠE without a photograph (the price includes printing, laminating and a tag)	15 CZK/piece
c) Name badges for employees of VŠE with a photograph (the price includes photographing, printing, laminating, and a tag)	20 CZK/piece
d) Ring binder (the price includes punching, ring, front transparent cover, back paper cover)	
• a ring with a diameter of 8 mm	30 CZK
• a ring with a diameter of 10 - 14 mm	40 CZK
• a ring with a diameter of 16 - 25 mm	50 CZK
• a ring with a diameter of 28.5 - 32 mm	60 CZK
• a ring with a diameter of 38 mm	70 CZK

8. Charges for Late Returning and Loss of Keys of the Lockers

It is necessary to return the keys of the lockers with every leaving of a study room. Anyone who

violates this regulation will meet sanctions listed in detail in Section VII, article no. 3 of the Library Rules.

a) Late returning of the key - charge for each day of late returning	50 CZK
b) Loss of the key (it includes cost of the new lock, keys and old lock exchange)	300 CZK

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