

PRICE LIST OF SERVICES OF THE NATIONAL AND UNIVERSITY LIBRARY

(valid from March 1, 2020)

1. MEMBERSHIP FEE AND MEMBERSHIP CARD FOR NATURAL PERSONS

Membership categories	Membership Fee	Membership Card price
For 12 months	17,00 €	3,00 €
For 3 months	7,00 €	3,00 €
For 1 day*	3,00 €	3,00 €

*Membership is valid for current day. On the first one-day enrollment in the Library, a member is exempt from membership fee.

Persons exempt from paying the membership fee (accompanied by appropriate supporting documents)	Membership Fee	Membership Card price
<ul style="list-style-type: none">• Persons under 18 years of age• Unemployed• People living in difficult social conditions• Employees of the University of Ljubljana• Professors Emeritus of the University of Ljubljana• Persons with disabilities• Honorary members• Members of the Slovenian Library Association	Free of charge	3,00 €
<ul style="list-style-type: none">• Students of the University of Ljubljana*	Free of charge*	3,00 €

*On enrolling in a higher education institution, students also pay the annual membership fee to use the libraries of the University of Ljubljana, the National and University Library and the Central Technical Library

Persons entitled to discounted membership fee (with an appropriate identity document)	Membership Fee	Membership Card Fee
<ul style="list-style-type: none">• High-school students over 18 years of age• Students of Slovenian higher education institutions not members of the University of Ljubljana• Slovenian citizens studying at higher education institutions abroad• Retired persons	7,00 €	3,00 €

2. INVENTORY RENTAL

Type of rental	Price
30 days - large size locker	4,00 €
30 days - middle size locker	3,00 €
30 days - small size locker	2,00 €
90 days - large size locker	10,00 €
90 days - middle size locker	7,00 €
90 days - small size locker	4,00 €
compensation for unreturned locker key	15,00 €
compensation for damaged or unreturned inventory <i>(for example - extension cord, charger, etc.)</i>	actual cost

If a user wants to use a locker only during the visit to the library, he/she must pay a daily security deposit of 8.00 € for getting a key. Upon returning it the same day, the sum will be reimbursed. If a user does not return the key the same day, he/she is not entitled to repayment of the security deposit; he/she will be charged compensation for unreturned key as well.

3. ORDERING AND RESERVATION OF THE LIBRARY MATERIAL

Service	Price
Ordering or reservation of library materials	Free of charge
Notification on availability of reserved material <i>(by e-mail)</i>	Free of charge
Charge for unclaimed reserved material <i>(per unit)</i>	0,60 €

4. OVERDUE FINES AND NOTIFICATION ON EXPIRY OF LOAN PERIOD

Service	Price
Overdue charge <i>(day/ unit)</i>	0,30 €
Overdue charge for borrowing to the reading room <i>(day/ unit)</i>	3,00 €
Notification <i>(by e-mail)</i>	Free of charge
Notification <i>(by standard letter)</i>	2,00 €
Notification before recovery <i>(letter with an acknowledgement of receipt)</i>	4,00 €
Recovery of unreturned material	according to the relevant price list of a recovery company

5. COMPENSATION FOR LOST, DESTROYED OR DAMAGED LIBRARY MATERIAL

- 5.1.** User must replace the **lost or destroyed** material with an equivalent one (the same ISBN, publisher, year of publication or the same ISSN number, year and magazine number). A more recent edition can replace the lost one only if the lost copy is a duplicate (call number is preceded by U).

If a user does not replace the lost or destroyed material within two months after the agreement with the library regarding the replacement of the material, he/she has to pay a **compensation**.

If the material is **still on sale**, we will charge compensation according to its acquisition cost.

If the material is **no longer on sale**, compensation is charged according to the following price list:

- Material published before 31. 12. 1999 80,00 €
- Material published after 1. 1. 2000 50,00 €

If a magazine is no longer on sale, a compensation of € 30.00 will be charged.

- 5.2. Damaged material:** the level of damage of the material and the cost of bookbinding or restoration work is determined by the library's professionals on a case-by-case basis. The minimum price for the procedure is 25,00 €.
- 5.3.** For each copy of lost, destroyed or damaged material € 10,00 per unit is charged **for catalogue labelling and bibliographic processing** of the replacement material.

6. INFORMATION SERVICES, PERSONAL BIBLIOGRAPHIES AND COUNSELING

Service	Price per hour	Price per hour for students
Demanding information search at a user's demand <i>(free of charge up to do 1 hour)</i>	12,00 €	6,00 €
Search for author's publications and citations of author's works <i>(free of charge up to do 1 hour)</i>	12,00 €	6,00 €
Making of bibliographic records for personal bibliographies in the COBISS system	32,00 €	
Consulting or research work	28,50 €	

Service	Price
Printing of documents from electronic information resources <i>(price per page)</i>	0,10 €
Transfer of digital images via e-mail or on USB key	Free of charge
Transfer of digital recordings to physical carriers <i>(CD, DVD)</i>	1,65 €

7. INTERLIBRARY LOAN AND PROVISION OF MATERIAL

7.1. Lending and provision of the library's collection material

Type of material	Price per unit for library members	Price per unit for other users
Copy of an article from a printed magazine, collection, etc.		
• Up to 15 pages of an article	3,00 €	5,00 €
• Each successive page of the article	0,10 €	0,10 €
Copy of an article from an electronic medium or a microfilm (<i>magazine, collection etc.</i>)	1,50 €	3,00 €

The price includes preparation and production of the material and forwarding the copy to the client by e-mail. The cost of sending hard copies by post is € 3,50.

Type of material	Price per unit	
	Collected personally	Sent by post
Book from NUK collection	free of charge	6,00 €

7.2. Borrowing and provision of material from other Slovenian libraries

Type of material	Price per unit	
	Collected personally	Sent by post
Copy of an article from a printed magazine, collection, etc.		
• Up to 15 pages of an article	3,00 €	4,00 €
• Each successive page of the article	0,10 €	
Book	8,00 €	

Service is available only for members of the library having settled all obligations to the library. NUK members have a 50% discount on materials received free of charge from other libraries.

7.3. International borrowing and dissemination of material supplied from abroad

Type of material	Price per unit	Price per unit for students
Copy of an article from a printed magazine, collection, etc.	9,00 €	7,00 €
knjiga	Subito: European countries except the Great Britain	21,00 €
	BL DSC: the Great Britain	34,00 €
	OCLC: USA and other non-European countries	35,00 €
	UMI Proquest – Doctoral Dissertations – Electronic form	38,00 €
		17,00 €
		27,00 €
		28,00 €
		28,00 €

For urgent orders with a special delivery and transmission of materials, service is charged according to the supplier's invoice, if delivery price deviates significantly from the one specified in the price list (lower or higher).

8. REPRODUCTION OF LIBRARY MATERIAL

8.1. Self-service copying of material

Service	Copy size	Price per page
Self-service copying	format A4	0,07 €

Cards for making 50, 100, 200 or 400 copies are for sale at the Registration and Circulation Desk (ground floor, room 4).

8.2. Copying services

Copying of library materials is carried out in accordance with copyright law and the provisions of the license agreements concluded by the library when acquiring specific material.

Service	Price
Digital recordings transferred by e-mail	free of charge
Transfer of digital recordings to physical record carrier <i>(CD, DVD ipd.)</i>	1,65 €
Sending copies or physical carrier by mail	3,50 €
Provision of content from databases by e-mail <i>(price per document)</i>	0,20 €
Optical recognition of text* <i>(price per page)</i>	0,50 €

**Service is carried out only for medium and high definition images. The order will be accomplished within 5 working days.*

Making of printed reproductions*	Copy size	Price per page
Gray photocopying of material <i>(material published after 1945)</i>	format A4	0,10 €
Gray printing	format A3	0,20 €
Double-sided gray photocopying <i>(material published after 1945)</i>	format A4	0,08 €
Double-sided gray printing	format A3	0,16 €
Colour photocopying of materials <i>(material published after 1945)</i>	format A4	0,50 €
Colour printing of materials	format A3	1,00 €
Double-sided colour photocopying <i>(material published after 1945)</i>	format A4	0,40 €
Double-sided colour printing	format A3	0,80 €
Printing from microfilm	format A4	0,30 €
	format A3	0,50 €

Digital imaging*	Size of original	Price per page
Low resolution digital image (up to 200 dpi)		
• Digital recording of material (published after 1945)*	format A4	0,10 €
	format A3	0,20 €
• Digital recording of material (published before 1945)**	format A4	0,40 €
• Digital recording of bound serial publications**	format A3	0,80 €
Digital image of medium resolution (from 200 to 300 dpi)	up to A3 format	4,50 €
Digital image of high resolution (from 300 to 1200 dpi)	up to A3 format	18,00 €
Record from microfilm (400 dpi)		0,30 €

*Material published before 1945 can be copied by a photocopy machine only if it is well preserved and the library keeps several copies of it. If the original exceeds the A3 format, the order will be accomplished within 5 working days. Orders comprising more than 15 copies will also be completed in 5 working days.

**Manuscripts, old and rare prints are scanned only in medium and high resolution. The order will be carried out within 5 working days, and in case of a damaged material by agreement.

Service	Price per unit
Digital photograph of material	18,00 €

*The order will be accomplished within 10 working days.

8.2.1. Copies of newspapers

Service	Price per unit for library members	Price per unit for other users
Printed copy of a newspaper from microfilm* (for material published before 1980)	9,00 €	12,00 €
Printed copy of a newspaper from microfilm* (for material published after 1980)	12,00 €	15,00 €
Digital recording of a newspaper on microfilm (delivery by e-mail)	5,00 €	8,00 €
Delivery of a printed copy of a newspaper by mail	3,50 €	

The service comprises making a copy of one issue of a newspaper in its entirety, without supplements. In case of a significant deviation of a selected newspaper's volume from the average, the library reserves the right to change the price.

* The offer also includes a protective folder.

8.2.2. EOD Service – digitization and reprinting of books on demand

EOD (eBooks On Demand) service enables full-scale digital imaging and reprinting of NUK books when they are no longer protected by copyright. Subscriber receives the electronic copy of the book by e-mail and a printed copy (reprint of the book) by mail to the address specified in the order. The cost of the EOD service is paid through online.

Service	Book price
Digital recording with optical character recognition (OCR)	10 € + 0,10 € per page
Transfer of digital recordings to a physical data carrier <i>(for instance CD, DVD)</i>	1,00 €
delivery of recordings on a physical carrier by mail:	
• Slovenia	3,00 €
• EU countries	6,00 €
• Other countries	8,00 €
Printing of digitized books:*	
• printing cost	6,00 € + 0,02 € per page + postage
• delivery of books by mail to Austria, Germany, Switzerland, Belgium, Finland, Luxemburg, Netherland, Great Britain	0,00 €
• delivery by mail to other EU countries	6,00 €
• delivery by mail to other countries	14,00 €

**If a chosen book has not been digitized yet, a necessary condition for performance of the service is to order its digitization.*

9. PREPARATION AND USE OF LIBRARY MATERIAL FOR SPECIAL EVENTS (exhibitions, on-site filming, etc.)

Service	Price per hour
Development of a thematic information search	16,70 €
Ordering and arranging material for exhibitions, footages etc.	16,70 €
Simple restoration work	16,70 €
Demanding restoration work	25,00 €

Prices of services, restoration works and self-service photocopying include value added tax in the amount of 22%.

Compliant with point 13 of the 1st paragraph of Article 42 of the Value Added Tax (ZDDV- 1), all other NUK services are exempt from VAT, with the exception of overdue fines and damages (lost, unclaimed reserved or ordered material and lost lockers keys and damaged or unreturned items) that are tax-exempt in compliance with Article 13 of the Rules on the implementation of the Value Added Tax.

Director
Viljem Leban