

NATIONAL LIBRARY OF ESTONIA
PRICE LIST FOR FEE-CHARGING SERVICES
(prices are in Euros and include VAT)

I PHOTOCOPYING				
1. PHOTOCOPYING AT THE SERVICE POINT				
1.1. Photocopies made on black and white copier				
	1.1.1.	<i>Format A4</i>		
PALJ_002	1.1.1.1.	One-sided		0.10
PALJ_003	1.1.1.2.	Double-sided		0.15
PALJ_006	1.1.1.3.	On transparency		0.25
	1.1.2.	<i>Format A3</i>		
PALJ_007	1.1.2.1.	One-sided		0.15
PALJ_008	1.1.2.2.	Double-sided		0.25
1.2. Photocopy or printout made on colour copier or colour printer:				
	1.2.1.	<i>Format A4</i>		
PALJ_009	1.2.1.1.	Black and white one-sided		0.30
PALJ_010	1.2.1.2.	Black and white double-sided		0.55
PALJ_011	1.2.1.3.	Coloured one-sided		0.75
PALJ_012	1.2.1.4.	Coloured double-sided		1.50
PALJ_013	1.2.1.5.	On transparency		1.25
	1.2.2.	<i>Format A3</i>		
PALJ_014	1.2.2.1.	Black and white		0.60
PALJ_015	1.2.2.2.	Coloured		1.50
1.3. Photocopy (black and white) of microfilms and microfiches				
PALJ_016	1.3.1.	One-sided; <i>format A4</i>		0.30
1.4. Copy of document from personal archives (certified photocopy of original manuscripts and documents)				
PALJ_019	1.4.1.	<i>Format A4</i>		0.30
PALJ_020	1.4.2.	<i>Format A3</i>		0.40
1.5. Copy of special collection item (digitisation + printout)				
PALJ_023	1.5.1.	One-sided		0.20
PALJ_024	1.5.2.	Double-sided		0.30
1.6. Photocopy <i>format A4</i> (replication)				
KONV_022	1.6.1	One-sided	...49	0.10
KONV_023	1.6.2		50-99	0.08
KONV_024	1.6.3		100...	0.07
KONV_025	1.6.4	Double-sided	...9	0.15
KONV_026	1.6.5		10...49	0.13
KONV_027	1.6.6		50-99	0.11
KONV_028	1.6.7		100...	0.10
2. Printout (<i>format A4</i>) black and white				
2.1. Printing from printers in reading rooms				
PALJ_021	2.1.1.	One-sided		0.10
PALJ_022	2.1.2.	Double-sided		0.15

3.		Digitisation	
3.1.		Digitisation of entire book (incl EOD service E-Book on Demand)	
DIGI_001	3.1.1.	Basic price	9.55
DIGI_002	3.1.2.	One page	0.13
3.2.		Digitisation of periodicals	
DIGI_003	3.2.1.	Basic price (annual volume)	9.55
DIGI_004	3.2.2.	One page	0.25
3.3.		Other digital copies	
		Rush order (fulfilled within 1 workday), additional charge 30%	
3.3.1.		Digital copy (JPG; PDF)	
DIGI_005	3.3.1.1.	A4 page of a print publication	0.40
DIGI_030		A4 page of a print publication, rush order	0.52
DIGI_006	3.3.1.2.	A3 page of a print publication	0.80
DIGI_021		A3 page of a print publication, rush order	1.04
DIGI_007	3.3.1.3.	A2 to A0 page of a print publication	4.50
DIGI_022		A2 to A0 page of a print publication, rush order	5.85
3.3.2.		Print quality digital copy (TIFF)	
DIGI_008	3.3.2.1.	<i>Up to format A5</i>	1.20
DIGI_023		<i>Up to format A5, rush order</i>	1.56
DIGI_009	3.3.2.2.	<i>Format A4</i>	2.00
DIGI_024		<i>Format A4, rush order</i>	2.60
DIGI_010	3.3.2.3.	<i>Format A3</i>	4.50
DIGI_025		<i>Format A3, rush order</i>	5.85
DIGI_011	3.3.2.4.	<i>Format A2 to A0</i>	9.50
DIGI_026		<i>Format A2 to A0, rush order</i>	12.35
DIGI_012	3.3.3.	Optical character recognition, OCR (page)	0.05
DIGI_027		OCR, rush order (page)	0.07
DIGI_020	3.3.4.	Post-OCR digital copy editing/correcting	agreed price
DIGI_013	3.3.5.	Digital copy of a digital archive publication	9.55
DIGI_028		Digital copy of a digital archive publication, rush order	12.42
DIGI_014	3.3.6.	Digitisation of microfilm (1 roll)	216.00
DIGI_029		Digitisation of microfilm, rush order (1 roll)	280.80
3.4.		Delivery	
DIGI_015	3.4.1.	Delivery of digital copy by email	0.32
	3.4.2.	Saving on user's own memory stick	free
DIGI_016	3.4.3.	Saving on CD or DVD (incl. the cost of data carrier)	1.88
4.		Microfilming	
MIKF_001	4.1.	Copy of an existing positive film	42.00
MIKF_002	4.2.	Copy of an existing contact negative	59.00
MIKF_003	4.3.	Microfilm of new undamaged item	
MIKF_004	4.3.1.	Positive film; 1 roll	91.00
MIKF_005	4.3.2.	Contact negative; 1 roll	108.00
4.4.		Microfilm of damaged and hard-to-film item	
MIKF_006	4.4.1.	Positive film; 1 roll	126.00
MIKR_007	4.4.2.	Contact negative; 1 roll	143.00
POST_001		Note: Sending copies by post is subject to the rates of the Estonian logistics company Omniva	

	5.	Digital archiving		
DIGI_031	5.1.	A4 page of a periodical		0.03
DIGI_032	5.2.	Entire book		4.50
Note: Fees for copying and digitisation and for related services not included in the price list are charged according to the price calculation.				

II PERSONAL INFORMATION SERVICE

6. Single orders

INFO_001	6.1.	Personal consultation	hour	15.00
INFO_002	6.2.	Replies to thematic enquiries in writing (e.g media monitoring)	first hour	free
INFO_003	6.2.1.	For private customers	hour	10.00
INFO_004	6.2.2.	For companies and organisations	hour	25.00
INFO_005	6.2.3	For cooperation partners	hour	agreed price
INFO_006	6.3.	Compilation of thematic lists	record	0.80

7. Standing orders

INFO_012	7.1.	Selective thematic monitoring (media monitoring) during agreed time (basic price for 1 month)	month	25.00
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7.2. Personal library service for companies and organisations

INFO_016		<u>Basic package</u>	month	35.00
		Includes: personal contact person advising in items search home lending of max 10 items, incl from stacks (term 1 month) and, where possible, from reading rooms (term 2 weeks).		
	7.2.1.			

INFO_017		<u>Full package</u>	month	100.00
		In addition to basic package includes: Replies to enquiries or thematic monitoring during max 3 hours Preparing A4 or A3 digital copy of max 20 pages and its delivery by email.		
	7.2.2.			

POST_001 **Note:** Sending copies by post is subject to the rates of the Estonian logistics company Omniva

III BIBLIOGRAPGY AND INFORMATION SERVICES

INFO_007	8.4.	Compilation of to-be-printed bibliography, cumulative table of contents, and registers	author sheet	325.00
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INFO_008	8.5.	Attribution of defective publications, establishing the cultural value of publications (in writing)	first hour	free
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INFO_009	8.5.1.	For private customers	hour	10.00
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INFO_010	8.5.2.	For companies and organisations	hour	25.00
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INFO_011	8.5.3.	For cooperation partners	hour	agreed price
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9. Services related to lending of items

INFO_014	9.1.	Fee for failing to return item by due date	day	0.32
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INFO_013	9.2.	Fee for returning by post of an item borrowed via ILL system	Subject to the price list of logistics company Omniva	
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INFO_015	9.3.	Requesting a copy of article through ILL system from another library	A4 page	0.30
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IV USE OF INDIVIDUAL STUDY ROOMS

10. Individual study rooms

10.1. Single

TÖÖR_001	10.1.1.		hour	1.00
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TÖÖR_002	10.1.2.		day	3.40
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TÖÖR_003	10.1.3.	Discount for <i>ISIC</i> -card holders	day	1.40
TÖÖR_004	10.1.4.	Discount for <i>TEACHER</i> -card holders	day	2.00
10.2.		Double		
TÖÖR_005	10.2.1.		hour	2.00
TÖÖR_006	10.2.2.		day	6.50
TÖÖR_007	10.2.3.	Discount for <i>ISIC</i> -card holders	day	2.60
TÖÖR_008	10.2.4.	Discount for <i>TEACHER</i> -card holders	day	4.00
10.3.		Meeting rooms for 3-6 people in reading area		
TÖÖR_010	10.3.1.		hour	20.00
TÖÖR_011	10.3.2.		day	120.00
TÖÖR_012	10.3.3.	For private customers 3 hours free, starting from 4th hour	hour	20.00
10.4.		Meeting room for 12 people in reading area		
TÖÖR_013	10.4.1.		hour	25.00
TÖÖR_014	10.4.2.		day	160.00
TÖÖR_015	10.4.3.	For private customers 3 hours free, starting from 4th hour	hour	25.00
TÖÖR_009	10.5.	Piano room	hour	1.70
Note: Rooms are available during the Library's opening hours.				
V	V	BINDING AND CONSERVATION		
11.		Binding and conseravtion		
KÖIT_001	11.1.	Bookbinding (height 18-30 cm)		69.00
KÖIT_002	11.2.	Bookbinding (height up to 18 cm)		46.00
KÖIT_003	11.3.	Bookbinding (<i>Format A5</i>)		23.00
KÖIT_004	11.4.	Half leather bookbinding		178.00
KÖIT_005	11.5.	Full leather bookbinding		187.00
KÖIT_006	11.6.	Hardcover binding (<i>Format A4</i>)		18.20
KÖIT_007	11.7.	Hardcover binding, rush order		22.20
KÖIT_008	11.8.	Journal binding (<i>Format A4</i>)		59.70
KÖIT_009	11.9.	Newspaper binding		68.50
KÖIT_011	11.10.	Laminated comb binding (<i>Format A4</i>)		7.60
KÖIT_012	11.11.	Print on book cover (hand-set)		10.80
KÖIT_014	11.12.	Cliché print (prising logo or other impression)		4.90
KÖIT_015	11.13.	Repair of the book block (100 sheets)		66.60
KÖIT_016	11.14.	Cover for honorary diploma (<i>Format A4</i>)		31.60
Note: Fees for binding and restoration works not included in the price list are charged according to the price calculation.				

VI	VI	EXHIBITION SERVICES		
12.		Rent for exhibition halls and guarding service		
NÄIT_001	12.1.	Main exhibition hall	3 weeks	669.00
NÄIT_002	12.2.	Foyer gallery	3 weeks	469.00
NÄIT_003	12.3.	Main exhibition hall + Foyer gallery	3 weeks	906.00
NÄIT_004	12.4.	6th Floor Exhibition Hall	3 weeks	469.00
NÄIT_005	12.5.	6th Floor Gallery	3 weeks	469.00
NÄIT_006	12.6.	6th Floor Exhibition Hall + Gallery	3 weeks	669.00
NÄIT_007	12.7.	Rare Books Exhibition Hall	3 weeks	669.00
NÄIT_009	12.8.	Small Foyer Gallery	3 weeks	269.00
NÄIT_008	12.9.	Guarding service	1 week	235.00
NÄIT_010	12.10.	Exhibition installing		
NÄIT_011	12.11.	Catering		
Note: Rent includes the services of designer and technician.				

VII	VII	CONFERENCE SERVICES		
13.		Conference room rates		
		Room	hour	day
KONV_001	13.1.	Main Conference Hall	120.00	660.00
KONV_002	13.2.	Small Conference Hall	55.00	315.00
KONV_003	13.3.	Cupola Hall	44.00	265.00
KONV_004	13.4.	Corner Hall	37.00	220.00
KONV_005	13.5.	Seminar Room	25.00	160.00
KONV_006	13.6.	Meeting Room	17.00	110.00
KONV_008	13.8.	Skype Meeting Room	40.00	235.00
KONV_075	13.9.	Miller Lounge	40.00	235.00
KONV_009	13.10.	Auditorium	35.00	210.00
KONV_010	13.11.	Computer Lab	59.00	390.00
KONV_011	13.12.	Gym	7.00	
KONV_012	13.13.	Gym with sauna	20.00	
Notes:				
Room rate for all rooms includes: flipchart with highlighters, WIFI.				
In Main Conference Hall also: screen, 2 stationary microphones in pulpet, 1 stationary microphone on speaker's desk, amplification, services of sound technician.				
In Skype Meeting Room also: computer with internet access, data projector, web camera and additional devices for internet connection (microphones, loudspeakers).				
In auditorium also: computer.				
In computer lab also: data projector, computer, 15 computer workstations.				
Room rate includes 1 pre-event hour free for preparation. Longer preparation time is subject to a fee according to room rates.				
Day rate applies in case of minimum 10-hour room use.				
Minimum use of 2 hours applies to Main and Small Conference Hall.				
Extra 25% is added to the room rate on Saturdays and Sundays.				
Extra 50% is added to the room rate on public holidays.				
Extra 10% is added to the room rate for use between 22.00-07.00				

Cancellation of orders shall be compensated by customers as follows:

- > cancellation 30-14 days prior to the event requires payment of 15% of the order price.
- > cancellation 14-7 days prior to the event requires payment of 30% of the order price.
- > cancellation 7-2 days prior to the event requires payment of 50% of the order price.
- > cancellation one day prior to the event requires payment of 90% of the order price.

14. Additional services offered by Conference Centre

KONV_013	14.1.	Secretarial service	hour	15.00
KONV_014	14.2.	Sound technician service	hour	30.00
KONV_015	14.3.	Preparation of press release	press release	70.00
KONV_016	14.4.	Design and creation of web page	welcome page	400.00
KONV_017	14.5.	Creation of additional page	page	30.00
KONV_019	14.6.	Registration on web page	up to 100 persons	130.00
KONV_020			up to 150 persons	190.00
KONV_021			over 150 persons	250.00
KONV_029	14.7.	Use of computers		
KONV_030	14.8.	Internet access		
KONV_031	14.9.	Background music		
KONV_032	14.10.	Flower arrangement		
KONV_033	14.11.	Name tags		
KONV_034	14.12.	Table signs		
KONV_035	14.13.	Catering		
KONV_036	14.14.	Use of foyer		
KONV_037	14.15.	Preparation of slides		
KONV_038	14.16.	Security service		
KONV_039	14.17.	Cloakroom service		
KONV_040	14.18.	Cleaning service		

15. Rent of equipment at agreed price

KONV_041	15.1.	up to 2 microphones		
KONV_042	15.2.	3-4 microphones		
KONV_043	15.3.	Presentation mixer		
KONV_044	15.4.	Portable amplification		
KONV_045	15.5.	Round table amplification (up to 25 persons)		
KONV_046	15.6.	Round table amplification (26-50 persons)		
KONV_047	15.7.	Audio recording		
KONV_048	15.8.	Video recording		
KONV_049	15.9.	Data projector		
KONV_051	15.10.	DVD-player		
KONV_052	15.11.	CD-player		
KONV_053	15.12.	LCD-monitor		
KONV_054	15.13.	Wireless mouse		
KONV_055	15.14.	Lighting equipment (in Main Conference Hall)		
KONV_056	15.15.	Tripod screen		
KONV_057	15.16.	Extra flip chart		
KONV_058	15.17.	Switcher		
KONV_059	15.18.	Simultaneous interpretation equipment		
KONV_060	15.19.	Simultaneous interpretation receiver		
KONV_061	15.20.	Simultaneous interpretation booth		
KONV_062	15.21.	Wireless handheld microphone		
KONV_063	15.22.	Wireless collar microphone		
KONV_064	15.23.	Wireless headset microphone		
KONV_065	15.24.	Sound monitor		
KONV_066	15.25.	Choir microphone		
KONV_067	15.26.	Solo microphone		
KONV_068	15.27.	Vocal microphone		

KONV_069	15.28.	Condenser microphone
KONV_070	15.29.	D-box
KONV_071	15.30.	Splitter
KONV_072	15.31.	Banner
KONV_073	15.32.	Stage podium
KONV_074	15.33.	Printer

VIII	VIII	JOURNAL „RAAMATUKOGU” (LIBRARY)			
	16.	Subscription to journal „Raamatukogu”			
AJAK_001	16.1.	Single issue			5.00
AJAK_002	16.2.	Half a year			15.00
AJAK_003	16.3.	One year			30.00
	17.	Advertising in journal „Raamatukogu”:			
			1 page	1/2 page	1/3 page
AJAK_004	17.1.	Inside the journal	75.00	40.00	26.00
AJAK_005	17.2.	On back cover	150.00		
AJAK_006	17.3.	On the inside of back cover	96.00		

IX	IX	GUIDED TOURS INTRODUCING THE LIBRARY			
	18.	Guided tours and lectures introducing the Library			
EKSK_001	18.1.	In Estonian (for max 20 persons)			16.00
EKSK_002	18.2.	In languages other than Estonian (for max 20 persons)			25.00
EKSK_003	18.3.	Lecture introducing the Library or an exhibition			16.00

X	X	TRAINING SERVICES			
	19.	User training			
	19.1.	Information retrieval training	2 x 45 min		free
	19.2.	E-library training	2 x 45 min		free
	19.3.	Specialised information retrieval training: History EU law databases Film Cartography Linguistics and literary science Art Economics Music Political science Law	4 x 45 min		free
KOOL_008	19.4.	Tailor-made e-library training and specialised information retrieval training (agreed price)			
	20.	Vocational training for librarians			
KOOL_001	20.1.	Module I: Principles of library and information science	5 days		120.00
KOOL_002	20.2.	Module II: Collection development	5 days		120.00
KOOL_003	20.3.	Module III: Collection processing	5 days		120.00
KOOL_004	20.4.	Module IV: Collection preservation	5 days		120.00
KOOL_005	20.5.	Module V: User services, creating and mediating data collections	5 days		120.00
KOOL_007	20.6.	Module VI: Development activities	5 days		120.00
	21.	Professional training for librarians			
KOOL_006		Tailor-made professional training sessions are subject to price calculation			

XI	XI	COMPENSATION FOR THE LOSS OF KEYS, etc.	
MAJ_003	22.	Cloakroom number	10.00
MAJ_004	23.	Locker key	10.00
MAJ_005	24.	Individual study room key	10.00

The prices are fixed with the Directive No 18 of the Director General issued on 2 March 2016.