



NSK Fees and Charges

The fees and charges for the priced services of the National and University Library in Zagreb (NSK) have been derived from the NSK regulations on the terms and conditions of using its holdings and services (*Pravilnik o uvjetima i načinu korištenja građe i usluga NSK*). The NSK fees and charges comply with the Croatian copyright and related rights act (*Zakon o autorskom pravu i srodnim pravima*) and the cultural assets protection and preservation act (*Zakon o zaštiti i očuvanju kulturnih dobara*). NSK reserves the right to change its fees and charges for the purpose of promoting its activities.



NACIONALNA
I SVEUČILIŠNA
KNJIŽNICA
U ZAGREBU

1. MEMBERSHIP FEE

1.1 Annual registration (including borrowing privileges)

- 1.1.1 Full-time and part-time undergraduate and graduate students, and postgraduate students of universities in the Republic of Croatia – €13.50
- 1.1.2 Researchers and academic staff of Croatian universities, staff of cultural, research and educational institutions – €20
- 1.1.3 Retired citizens – €6.50
- 1.1.4 Other Croatian citizens – €26.50
- 1.1.5 Persons with disabilities and those accompanying them are entitled to **free membership and free membership renewal** upon providing a valid proof of the disabled person's disability status (a certificate from the Croatian Disabled Persons Register (*Registar osoba s invaliditetom*))

1.2 Annual registration – Reader Pass (not including borrowing privileges)

- 1.2.1 Croatian citizens – €20
- 1.2.2 Foreign university students, foreign citizens – €20
- 1.2.3 Persons aged between 16 and 18 – €4

1.3 Annual registration for legal entities (group membership)

- 1.3.1 For groups of 2 to 9 persons – charges by type of membership in 1.1 or 1.2
- 1.3.2 For groups of 10 to 99 persons – 20% discount on annual membership fees provided that all persons apply for the same type of membership
- 1.3.3 For groups of 100 and more persons – discount is offered based on the number of persons and type of membership

1.4 Short-term membership – Reader Pass (not including borrowing privileges)

- 1.4.1 Monthly pass – €7
- 1.4.2 Weekly pass – €6
- 1.4.3 Daily pass – €4

1.5 Charges and fees for additional library membership cards

- 1.5.1 Charge for the loss of or damage to the membership card – €4
- 1.5.2 Library card fee for proxy borrowers and persons accompanying members with disabilities – €4

2. LATE RETURN CHARGES

- 2.1 Charge for late returns (per book, per day) – €0.10

3. REFERENCE SERVICES

3.1 Subject search

- 3.1.1 Registered members with annual membership – no charge
- 3.1.2 Other members and non-members (per hour) – €15

3.2. Bibliographic services and subject search for business and commercial purposes, compilation of selective bibliographies

- 3.2.1 Simple subject search for registered members with annual membership – **no charge**
- 3.2.2 Advanced subject search and compilation of selective bibliographies for registered members (per hour) – **€15**
- 3.2.3 Advanced subject search and compilation of selective bibliographies for other members and non-members (per hour) – **€20**

3.3 Bibliometric services

- 3.3.1 Bibliometric reports for researchers and journal citation reports (for registered members with annual membership) – **no charge**
- 3.3.2 Bibliometric reports for researchers and journal citation reports (for other members and non-members) – **€15**
- 3.3.3 Bibliometric reports for editorial boards of national scientific and professional journals – **€5**
- 3.3.4 Institutional bibliometric reports for researchers and for the purpose of the (re)accreditation of programmes at the University of Zagreb (for programmes not conducted at the University's faculties) – **no charge**
- 3.3.5 Institutional bibliometric reports for researchers and for the purpose of the (re)accreditation of university programmes – **€15** (per researcher)

3.4 Business databases search

The price may be higher in case the search costs exceed the indicated lump sum.

- 3.4.1 DIALOG database search (lump sum fee) – **€10**

4. INTERLIBRARY LOAN

4.1 Items in the NSK collections (per book/volume)

- 4.1.1 Libraries in Croatia – **€4**
- 4.1.2 Libraries outside Croatia – **1 IFLA voucher**

4.2. Copies of items in the NSK collections

- 4.2.1 Libraries in Croatia – up to 20 pages – **no charge**
- 4.2.2 Libraries in Croatia – over 20 pages, per page – **€0.10**
- 4.2.3 Libraries outside Croatia – up to 20 pages: **1 IFLA voucher** – over 20 pages, per each additional 20 pages: **½ IFLA voucher**
- 4.2.4 Libraries outside Croatia (standard payment) – up to 20 pages: **€13.50**; 20+ pages, per page: **€0.20**
- 4.2.5 RapidILL – **no charge**

4.3 Items from other Croatian libraries

- 4.3.1 Loans (per book/volume) – **€4**
- 4.3.2 Copies – as indicated in the invoice of the library holding the copied item

4.4 Items from libraries outside Croatia

The prices may be higher due to the costs arising from the interlibrary loan prices of individual libraries, copyright royalties or postage.

4.4.1 The United Kingdom – €40

4.4.2 Subito – €28

4.4.3 Other libraries in Europe – €28

4.4.4 Libraries outside Europe – €40

4.5 Copies of articles in items from libraries outside Croatia

The prices may be higher due to the costs arising from the interlibrary loan prices of individual libraries, copyright royalties or postage.

4.5.1 The United Kingdom – €20

4.5.2 Subito Digital Rights Management – €16

4.5.3 Subito .PDF – €8

4.5.4 RapidILL – **no charge**

4.5.5 Other libraries in Europe – €13.50

4.5.6 Libraries outside Europe – €20

5. EDUCATIONAL SERVICES

5.1 45-minute booked guided tours of the Library for groups of up to 15 visitors (in Croatian or English) – **no charge**

5.2 Presentational workshops and/or 90-minute guided tours of the Library for groups of 7 to 15 visitors – **prices given upon request**

5.3 Information and digital literacy programmes for registered members with annual membership – **no charge**

5.4 Information and digital literacy programmes for other members and non-members (per person, per programme) – **prices given upon request**

5.5 Conservation and restoration workshops – **prices given upon request**

5.6 Workshops organised by the Croatian Training Centre for Continuing Education of Librarians – **charged according to prices stated in the Centre's priced services list**

6. PRICED SERVICES FOR PUBLISHERS

6.1 CIP records, ISBNs, ISSN, ISMNs and DOIs for Croatian publishers – **no charge**

6.2 UDC indexing for articles – €3 per bibliographic item

6.3 Preparation of resources for the publication of reprints or reproductions (includes conservation-restoration treatment and other related treatments) – price based on the evaluation of the condition of the original item(s).

7. FEES FOR THE REPRODUCTION AND PUBLIC DISPLAY OF ITEMS IN THE NSK COLLECTIONS

Prices stated do not cover the costs of digitising the NSK collection items and/or copying NSK's digitised resources, nor do they include VAT.

Reproductions used for scientific and educational purposes and in programmes and content in the field of culture qualify for a 50% discount on the stated prices.

7.1 Reproductions in printed and electronic publications, audio files and digital audio

- 7.1.1 Exhibition material – €30
- 7.1.2 Electronic publications – €30
- 7.1.3 Audio files and digital audio – €30
- 7.1.4 Printed publications with print run up to 500 copies – €40
- 7.1.5 Printed publications with print run over 500 copies – €60

7.2 Commercial reproductions (on posters, in calendars, leaflets, bookmarks, etc.)

- 7.2.1 Black and white reproductions – €80
- 7.2.

7.3 Reproductions for video content (TV programmes, films, etc.)

- 7.3.1 Video reproductions – €40

8. REPROGRAPHIC SERVICES

8.1. Self-service photocopying, printing and scanning (in reading rooms with the open access shelves areas)

Owing to the NSK collection care and conservation policy, self-service photocopying is not available for resources in the NSK Special Collections (Manuscripts and Old Books Collection, Print Collection, Map Collection, Music Collection), damaged resources, and resources dated prior to 1945.

Self-service photocopying, printing and scanning must be in strict compliance with the legal regulations pertaining to copyright and related rights.

- 8.1.1 Photocopying and printing – A4, black and white print – €0.05
- 8.1.2 Photocopying and printing – A3, black and white print – €0.08
- 8.1.3 Photocopying and printing – A4, colour print – €0.20
- 8.1.4 Photocopying and printing – A3, colour print – €0.40
- 8.1.5 Scanning (PDF) – €0.03

8.2 Self-service large format scanning (Periodicals Reading Room)

Owing to the NSK collection care and conservation policy, self-service scanning is not available for resources in the NSK Special Collections (Manuscripts and Old Books Collection, Print Collection, Map Collection, Music Collection), damaged resources, and resources dated prior to 1945.

- 8.2.1 Bookeye® scanner (scans include NSK's watermark) – PDF or JPEG, up to 20 scanned pages: €2 – 20+ scanned pages, per scan: €0.10

8.3 Micrographic services – microfilming (per frame)

- 8.3.1 Microfilm copies of books, newspapers and journals – screening on 35mm microfilm – €0.50
- 8.3.2 Microfilm copies of old books, manuscripts and manuscript music – €1
- 8.3.3 Microfilm copies of particularly valuable items in the NSK collections – €6

8.4 Film copies; negative/positive, negative/negative (35mm)

8.4.1 Per meter – €8

8.5. 3D printing

8.5.1 3D prints (per gram of filament) – €0.10

8.5.2 3D modelling software – no charge

9. DIGITISATION SERVICES

The prices include the cost of the preparation of material for digitisation, but do not include VAT, which is additionally charged.

The prices also apply to the digitisation of material held by institutions other than NSK.

The delivery of copies in a TIFF file format increases the prices by 50%.

9.1 Scanning in resolution between 300 and 400 dpi (JPEG)

9.1.1 NSK collection items available on open access shelves and in closed stacks dated after 1945 (per scan, by format)

- formats smaller than or equal to A4 (210×297 mm) – greyscale: €1; colour: **€1.30**
- formats between A4 (210×297 mm) and A3 (297×420 mm) – greyscale: **€1.60**; colour: **€2**
- formats between A3 (297×420 mm) and A2 (420×594 mm) – greyscale: **€6**; colour: **€8.50**
- formats between A2 (420×594 mm) and A1 (594×841 mm) – greyscale: **€8.60**; colour: **€16**
- formats between A1 (594×841 mm) and A0 (841×1189 mm) – greyscale: **€14**; colour: **€27.50**

9.1.2 Items in the NSK Special Collections, items dated prior to 1945 and damaged items (per scan, by format)

- formats smaller than or equal to A4 (210×297 mm) – greyscale: **€1.50**; colour: **€3.50**
- formats between A4 (210×297 mm) and A3 (297×420 mm) – greyscale: **€2.50**; colour: **€4.70**
- formats between A3 (297×420 mm) and A2 (420×594 mm) – greyscale: **€8.60**; colour: **€13.50**
- formats between A2 (420×594 mm) and A1 (594×841 mm) – greyscale: **€13.25**; colour: **€24**
- formats between A1 (594×841 mm) and A0 (841×1189 mm) – greyscale: **€21.20**; colour: **€45.50**

9.1.3 Microfilm scanning (black and white) – €0.50

9.2 Scanning in resolution over 400 dpi (JPEG)

Possible only upon submitting a request and acquiring the official approval from the NSK management.

A 30%-increase of the prices stated in 9.1 is charged.

9.3 Digital imaging in formats smaller than or equal to A3, in resolution of up to 300 dpi

9.3.1 1 image – €6

10. COPIES OF DIGITISED RESOURCES FILES

The delivery of copies in a TIFF file format increases the prices by 50%.

10.1 NSK collection items available on open access shelves and in closed stacks dated after 1945 (per copy)

- digital copy in resolution of up to 200 dpi – up to 5 copies: **€3**; 5+ copies: **€0.60**

- digital copy in resolution of up to 300 dpi – **€1.50**

10.1.2 Items in the NSK Special Collections, items dated prior to 1945 and damaged items (per copy)

- digital copy in resolution of up to 200 dpi – **€2**

- digital copy in resolution of up to 300 dpi – **€3.50**

11. PRINTING AND DELIVERY OF THE COPIES OF DIGITISED RESOURCES

In case of delivery by post postage costs are additionally charged.

11.1 Black and white print, in formats smaller or equal to A4, 80g (per page) – **€0.20**

11.2 Colour print, in formats smaller or equal to A3, 80g (per page) – **€0.30**

11.3 CD (up to 700 MB of data) – **€2**

11.4 DVD (up to 4.7 GB of data) – **€3**

11.5 FTP file transfer or delivery by email (up to 2 GB of data) – **no charge**

12. STUDY SPACE HIRE

The prices do not include VAT.

12.1 Study rooms

12.1.1 Daily hire – **€2**

12.1.2 Monthly hire – **€40**

12.2 Individual and group study pods

12.2.1 Individual study pod – **free of charge**

12.2.2 Four-person study pod – **free of charge**

13. CHARGES FOR THE LOSS/DAMAGE OF NSK HOLDINGS OR EQUIPMENT

13.1 Lost or damaged books (along with either supplying a substitute copy or remunerating the market value of the lost/damaged book) – **€20**

13.2 Loss of cloakroom number – **€12**

13.3 Loss of study room number – **€12**

13.4 Loss of or damage to cloakroom locker key – **€12**

13.5 Damage to IT and other equipment – charges subject to the assessment of damage

14. FILMING/PHOTOGRAPHING FOR FILMS, TV PROGRAMMES, ETC.

Possible only upon submitting a request and acquiring the official approval from the NSK management.

The prices do not include VAT.

Filming/photographing for scientific and educational purposes and programmes and content in the field of culture qualify for a 50% discount on the stated prices.

14.1 Filming/Photographing of the NSK collections – first hour: **€160**; each additional hour: **€80**

14.2 Filming/Photographing of the NSK premises and the adjoining outdoor areas – first hour: **€400**; each additional hour: **€200**

15. DAILY HIRE OF THE NSK TECHNICAL EQUIPMENT

The prices do not include VAT.

The prices may be higher depending on the event type and the related requirements.

15.1 PA system (amplifier, mixing desk, microphones and loudspeakers) – **€300**

15.2 Laptop computer – **€30**

15.3 86" plasma screen display or projector with a projector screen – **€140**

15.4 Desk (200x80cm or 120x120cm) – **€3**

15.5 Chair – **€1.50**

15.6 Lectern – **€15**

15.7 Showcase (different sizes available) – **€15**

15.8 Display board or pole – **€3**

15.9 Clavinova digital piano – **€200**

16. VENUE HIRE

Conference rooms for various types of events.

The service is subject to VAT.

16.1 The prices are calculated based on the event type and the related preparation requirements.

17. CONSERVATION AND RESTORATION SERVICES

17.1 The prices are calculated based on a special estimate (includes the outlining of the list of expenses based on the joint evaluation of the conservation and restoration specialists of the NSK Preservation and Storage Department, the estimate of the Financial Operations and Accounting Section and the NSK management).

18. PRINTED REPRODUCTIONS OF ITEMS IN THE NSK COLLECTIONS

The service is subject to VAT.

18.1 The price is calculated based on a special estimate of the expected costs of the required publishing, printing and binding services for copies in formats up to A3.

A printed reproduction may only be published upon the approval of the NSK management and all copies of the reproduction must include the following note: "This reproduction was made at the National and University Library in Zagreb and may not be used for commercial purposes".