

### APPENDIX 1: FEES AND SERVICES PRICELIST

EFFECTIVE STARTING MARCH 11, 2026

#### 1. Registration and Issue of Library Cards

| <b>Annual patron registration fee (365 days) (half-year fee is ½ this amount)</b>  |          |
|--|----------|
| Patron under 65 years old  | 100.00   |
| Patron over 65 years old, students, unemployed, ZTP/P, ZTP, and TP disability card holders   | 50.00    |
| Patron with extended rights: Group P a) 1  | 300.00   |
| Patron with extended rights: Group P b) 2  | 1,000.00 |
| Patron with a UCT Prague, CZU, IOCB Prague, or CTU Prague Card   | no fee   |
| <b>Patron Card</b>   |          |
| Issuance fee for an NTK Patron Card  | 200.00   |
| Fee for a replacement of NTK Patron Card   | 250.00   |
| Fee for extracting patron data from the registration database (GDPR - Regulation (EU) 2016/679 of the European Parliament and of the Council on personal data protection. Article 13) <sup>3</sup> | 0.00     |

Notes:

<sup>1</sup> Tertiary and secondary education institution libraries.

<sup>2</sup> Legal persons (with an allocated IČO [company ID No.]).

<sup>3</sup> We provide the first statement free of charge within one month after receiving an order and the necessary verification of the applicant's identity.

#### 2. Borrowing Services

| <b>Penalties for late return of loaned Library Item</b>                         |        |
|---|--------|
| 1 Library Item/1 business day   | 5.00   |
| eBook reader, tablet, power bank and other supplementary items / 1 business day | 20.00  |
| 1 <sup>st</sup> to 3 <sup>rd</sup> reminder sent by mail                        | 31.00  |
| 1 <sup>st</sup> Director's reminder   | 78.00  |
| 2 <sup>nd</sup> Director's reminder (letter with delivery note)                 | 107.00 |
| Fee for preparation of judicial enforcement (per Library Item)                  | 200.00 |
| <b>Zásilka, NTK's courier service</b>   |        |
| Zásilka, NTK's courier service  | 70.00  |

|   |         |
|---|---------|
| <b>Reservation</b> of a Library Item (notification is sent by email)  | 0.00    |
| <b>Fee for enforcement of compensation for damaged or lost Library Item</b> <sup>1</sup>  |         |
| Flat fee for loss of a CD-ROM and DVD (per unit)  | 50.00   |
| Handling fee <sup>2</sup> for enforcement of compensation (per Library Item)  | 200.00  |
| Handling fee <sup>2</sup> for enforcement of compensation for damaged or lost electronic devices (eBook readers, iPadMini)                            | 1000.00 |
| Handling fee <sup>2</sup> for enforcement of compensation for damaged or lost electronic equipment (USB flashdisk, charger, powerbank, laptop holder) | 200.00  |
| Fee for a damaged / lost RFID label   | 50.00   |

Notes:

<sup>1</sup> The method of compensation for loss, damage, or destruction of a Library Item will be determined by NTK and notified to the patron by email and letter.

<sup>2</sup> The handling fee is non-refundable .

### 3. Self-Service Reprographic Services

|  |                 |       |
|--|-----------------|-------|
| Black & white copy/print output  | 1 page A4       | 1.80  |
|  | double-sided A4 | 3.60  |
|  | 1 page A3       | 3.60  |
|  | double-sided A3 | 7.20  |
| Color copy print output  | 1 page A4       | 5.00  |
|  | double-sided A4 | 10.00 |
|  | 1 page A3       | 10.00 |
|  | double-sided A3 | 20.00 |
| Scanning   | 1 page          | 0.00  |
| Self-service reprographic services (copying and scanning): minimum balance |                 | 15.00 |

#### 4. Reprographic Services

|                                 |                 |       |
|---------------------------------|-----------------|-------|
| Black & white copy/print output | 1 page A4       | 2.00  |
|                                 | double-sided A4 | 3.00  |
| Black & white copy/print output | 1 page A3       | 4.00  |
|                                 | double-sided A3 | 6.00  |
| Color copy/print output         | 1 page A4       | 12.00 |
|                                 | double-sided A4 | 18.00 |
|                                 | 1 page A3       | 19.00 |
|                                 | double-sided A3 | 22.00 |

Note: For an order for reprographic services exceeding 50 A4 pages, a deposit of 50% of the anticipated price of the order must be made (only in case of a personal order made with the NTK reprographic laboratory).

#### 5. Reprographic Services: Copies from Old and Rare Documents

|   |                 |       |
|---|-----------------|-------|
| Digital copy of an old print  | 1 page          | 10.00 |
| Black & white copy of an old print (from a digital copy)              | 1 page A4       | 12.00 |
|   | double-sided A4 | 13.00 |
|   | 1 page A3       | 14.00 |
|   | double-sided A3 | 16.00 |
| Color paper copy of an old print (from a digital copy)                | 1 page A4       | 22.00 |
|   | double-sided A4 | 28.00 |
|   | 1 page A3       | 29.00 |
|   | double-sided A3 | 32.00 |
| Digital copy of a rare document                                       | 1 page          | 2.00  |
| Black & white copy of a rare document (from a digital copy)           | 1 page A4       | 3.00  |
|   | double-sided A4 | 4.00  |
|   | 1 page A3       | 5.00  |
|   | double-sided A3 | 7.00  |
| Color paper copy of a rare document (from a digital copy)             | 1 page A4       | 13.00 |
|   | double-sided A4 | 19.00 |
|   | 1 page A3       | 20.00 |
|   | double-sided A3 | 23.00 |
| Fee for copying data from old and rare documents to a CD / 4.7 GB DVD |                 | 15.00 |
| Fee for copying data from old and rare documents to an 8.5 GB DL DVD  |                 | 50.00 |

Note: An old print means a publication published up to and including a year 1800, a rare document means any publication from the NTK Rare Books & Special Collections published after 1800. Unpublished works from the NTK Rare Books & Special Collections are considered as old prints for the purposes of the reprographic service.

## 6. Document Delivery Services<sup>1</sup>

[VPK Pricelist](#)

[ZÍSKEJ Pricelist](#)

Notes:

<sup>1</sup> More information about prices of Interlibrary Loan Services and International Interlibrary Loan Services for VPL and ZÍSKEJ patrons are available using the links provided.

## 7. Information Retrieval, Consultation Services, and Workshops

Fees are charged for searches performed by NTK staff from databases accessible on the NTK network and from secondary and primary databases accessible on the internet. Such searches are performed based on individual orders.

| Resource package  | Minimum price /<br>/ minimum search period | Services specification   |
|---|--|--|
| Information retrieval <sup>1</sup>  | 200.00/hour                                | Creation of a search query, selection of relevant resources, searching in those resources, evaluation of relevance and quality of search results, selection of records based on relevance and availability, creation of a summary document with organization of the search records and possible links to full texts. |
| Consultation services   | 0.00/hour                                  | Advice on searching in relevant information resources and work with search results.  |
| Workshop for state secondary and tertiary educational institutions              | free of charge                             | Tailor-made workshop for the contracting institution, thematically focused on information literacy and critical thinking. Duration and scope as per agreement.   |
| Workshop for private high schools and university-level educational institutions | 5,000                                      | Tailor-made workshop for the contracting institution, thematically focused on information literacy and critical thinking. Duration and scope as per agreement.   |

Notes:

<sup>1</sup> Includes a search of NTK eResources, NTK catalog, selected catalogs in CZ, and freely-available specialist resources. The cost of printouts, photocopies, and copying will be added to the final price.

## 8. Domestic Interlibrary Loan Services

|  |                  |      |
|--|------------------|------|
| Flat rate compensation of costs connected with the procurement of a loan object: academic staff and students | per Library Item | 0.00 |
|--|------------------|------|

|   |                  |       |
|---|------------------|-------|
| Flat rate compensation of costs connected with the procurement of a loan object | per Library Item | 70.00 |
|---|------------------|-------|

## 9. International Interlibrary Loan Services

|  |                      | basic price / higher price |
|--|----------------------|----------------------------|
| Non-profit organization libraries, students, patrons over 65 years | loan                 | 250.00 / 500.00            |
|  | copy, per 10 pages   | 80.00 / 350.00             |
| Other patrons  | Loan                 | 350.00 / 700.00            |
|  | copy, per 10 pages   | 120.00 / 450.00            |
| For abroad   | Loan                 | 8 € / 1 IFLA Voucher       |
|  | copy, for 1-40 pages | 8 € / 1 IFLA Voucher       |
|  | copy over 40 pages   | 12 € / 1.5 IFLA Voucher    |
| We apply reciprocity options.                                      |                      |                            |

Notes:

If the basic or higher price is charged depends on the costs incurred when ordering from a foreign library. If the document cannot be procured from libraries that provide this service at the basic price, the higher price will be charged. In case of a copy, the higher price is charged for the whole article, regardless of its scope.

## 10. Other Fees

|   |        |
|---|--------|
| Fine for violation of the rules for the use of individual carrels | 500.00 |
|---|--------|

## 11. EOD Services Pricelist

|   |                   |        |
|---|-------------------|--------|
| Standard eBook without handling fee                     | per scanned page  | 4.00   |
| Handling fee  |                   | 200.00 |
| Sending a CD-ROM/DVD with the eBook by mail             | Europe            | 150.00 |
|   | rest of the world | 200.00 |
| Collecting a CD-ROM/DVD with the eBook in person at NTK |                   | 30.00  |

## 12. Guided Tours<sup>1</sup>

| Tour duration                          | 45 min.   | 90 min.   |
|--|-----------|-----------|
| NTK building and services <sup>2</sup> | 1, 500.00 | 3, 000.00 |

Notes:

<sup>1</sup> The indicated prices are in CZK without the applicable VAT. Users and Patrons indicated in article 3.1.1 of the Conditions of Use (which also provides instructions for ordering and conditions of such tours) are entitled to a free guided tour.

<sup>2</sup> Tours are provided by National Library of Technology staff.

## 13. Space Rentals

### 13. 1. Reduced Fees for Short-term Rentals<sup>1,2</sup>

| Name of rented room                       | 1 hour |
|---|--------|
| Team Study Room: reduced fee <sup>2</sup> | 30     |

Notes:

<sup>1</sup> The specified prices are final; i.e., they include applicable VAT.

<sup>2</sup> The listed reduced fees for team study rooms apply to Patrons in Groups A, AV, AC, AU, B, BV, BC, E, EC, H and K ([see Appendix II. Service Differentiation Principles \[Patron Privileges\]](#)). Misuse of the discounted rent for Team Study Rooms for commercial purposes may lead to temporary or permanent revocation of the use of library services. NTK may also seek financial compensation amounting to the difference between the discounted and commercial rents (see Section 13.3, Short-term Commercial Rentals pricelist).

### 13. 2. Reduced Fees for Individual Carrels<sup>1</sup>

| Name of room  | Per day                |
|---|------------------------|
| Standard individual carrels                                   | 50<br>130 <sup>2</sup> |
| Barrier-free individual carrels No. 7 and No. 21 <sup>3</sup> | 50<br>130 <sup>2</sup> |

Notes:

<sup>1</sup> The specified prices are final; i.e., they include applicable VAT. The listed reduced fees apply to Patrons in Groups A, AC, AU, AV, B, BC, BV, E, EC, GC ([see Appendix II. Service Differentiation Principles \[Patron Privileges\]](#))

<sup>2</sup> Price is for Patrons in Groups H and K. ([see Appendix II. Service Differentiation Principles \[Patron Privileges\]](#))

<sup>3</sup> This service can be used by customers of groups A, AC, AU, AV, B, BC, BV, E, EC, GC, H and K ([see Appendix II. Service Differentiation Principles \[Patron Privileges\]](#)) with the proof of disability (e.g. the proof of disability from the Social Security Office, the proof of disability, disability card, medical report), the document must be kept with you during the use of the study room in case of inspection.

### 13. 3. Short-term Commercial Rentals<sup>1</sup>

| Name of room                  | 1 hour |
|-------------------------------|--------|
| Team Study Room               | 400    |
| Computer Room 01              | 2,000  |
| Computer Room 03              | 3,000  |
| After Hours Study Room        | 1,000  |
| Education Centre              | 3,000  |
| Balling Hall                  | 6,500  |
| Ground Floor (Sectors A to D) | 2,000  |
| Gallery                       | 4,000  |

**Notes:**

<sup>1</sup> The specified prices are final; i.e., they include applicable VAT.

**Note:** The above-mentioned fees are specified in CZK. NTK reserves the right to change these fees and publish a new pricelist whenever it deems it necessary. For academic institutions, libraries, archives and museums, a discount of up to 20% is possible; for six or more commercial events in a calendar year, a 15% discount is possible. In the event of non-compliance with the due date stated on the invoice, statutory interest may be charged.

### 14. Polytechnic Workshop<sup>1</sup>

#### 14.1 3D Print Materials

| Name of Material   | Price   |
|--------------------|---------|
| PLA, PETG, ABS     | 0.80 /g |
| TPE                | 2.00 /g |
| BVOH               | 4.00 /g |
| Tough Resin        | 1.60 /g |
| Flex80, BioBased60 | 1.90 /g |

#### 14.2 Bigger Format Printing Materials

|                   |          |
|-------------------|----------|
| Paper for Posters | 4.00 /cm |
| Vinyl             | 4.00 /cm |

**Notes:**

<sup>1</sup> The specified prices are in CZK and include applicable VAT.

**Note:** NTK reserves the right to change these fees and publish a new pricelist whenever it deems necessary. Actual prices to specific materials can be found on the [Wiki of the Polytechnic Workshop](#) (Czech only).

In Prague, dated March 4, 2026

NTK Director

Ing. **Petr Očko**, Ph.D.