

**Rīga Stradiņš University Library Charges and Fines (EUR)**

| No.       | Service                                                                                                                                                                         | Unit                                             | Price for RSU users (EUR)               | Price for non-RSU users (EUR)           | VAT (incl.)        |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|-----------------------------------------|-----------------------------------------|--------------------|
| 1.        | 2.                                                                                                                                                                              | 3.                                               | 4.                                      | 5.                                      | 6.                 |
| <b>1.</b> | <b><u>Copying:</u></b>                                                                                                                                                          |                                                  |                                         |                                         |                    |
| 1.1.      | Black and white                                                                                                                                                                 | A4 page                                          | 0,06                                    | 0,06                                    | 21%                |
| 1.2.      | Black and white                                                                                                                                                                 | A3 page                                          | 0,12                                    | 0,12                                    | 21%                |
| 1.3.      | Colour                                                                                                                                                                          | A4 page                                          | 0,47                                    | 0,47                                    | 21%                |
| 1.4.      | Colour                                                                                                                                                                          | A3 page                                          | 0,96                                    | 0,96                                    | 21%                |
| <b>2.</b> | <b><u>Information retrieval from the computer:</u></b>                                                                                                                          |                                                  |                                         |                                         |                    |
| 2.1.      | black and white printout                                                                                                                                                        | A4 page                                          | 0,06                                    | 0,06                                    | 21%                |
| 2.2.      | black and white printout                                                                                                                                                        | A3 page                                          | 0,12                                    | 0,12                                    | 21%                |
| 2.3.      | colour printout                                                                                                                                                                 | A4 page                                          | 0,47                                    | 0,47                                    | 21%                |
| 2.4.      | colour printout                                                                                                                                                                 | A3 page                                          | 0,96                                    | 0,96                                    | 21%                |
| 2.5.      | writing of files to USB*                                                                                                                                                        | 1 flash memory                                   | 0,45                                    | 0,45                                    | 21%                |
| <b>3.</b> | <b>Document scanning*</b>                                                                                                                                                       | 1 page                                           | 0,68 till 5 pages,<br>0,51 over 5 pages | 0,68 till 5 pages,<br>0,51 over 5 pages | 21%                |
| <b>4.</b> | <b><u>Enquiry services:</u></b>                                                                                                                                                 |                                                  |                                         |                                         |                    |
| 4.1.      | Single compilation of bibliographical information according to the relevant topic                                                                                               | 1 request<br>1-2 days                            | 5,00                                    | 10,00                                   | not subject to VAT |
| 4.2.      | Extraction of full texts from the documents selected by the user from resources subscribed by RSU and free access resources after the execution of the enquiry (see Point 4.1.) | 1 document<br>(maximum number of documents – 50) | 2,00                                    | 2,00                                    | not subject to VAT |
| 4.3.      | Sending of electronic files of articles                                                                                                                                         | 1 article                                        | 0,15                                    | 0,15                                    | not subject to VAT |
| <b>5.</b> | <b>Compilation of bibliographic index of a person (upon agreement)</b>                                                                                                          | 1 bibliographic record                           | 0,50                                    | 1,00                                    | not subject to VAT |
| <b>6.</b> | <b>Training course in medicine-related information search in electronic sources in groups (no less than 5 persons in group)</b>                                                 | 1 person,<br>5 academic hours                    | 25,00                                   | 25,00                                   | not subject to VAT |
| <b>7.</b> | <b>Unified reader's card</b>                                                                                                                                                    | a card                                           | 3,00                                    | 3,00                                    | not subject to VAT |
| <b>8.</b> | <b>Library specialists' assistance in developing systematic review (consultation on developing systematic review, development of search strategy)</b>                           | 1 entry                                          | 45,10                                   | 45,00                                   | not subject to VAT |

|             |                                                                                        |                                                         |                                                                    |                                                                                                    |                    |
|-------------|----------------------------------------------------------------------------------------|---------------------------------------------------------|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|--------------------|
|             | (protocol methods), search for researches etc.)                                        |                                                         |                                                                    |                                                                                                    |                    |
| <b>9.</b>   | <b><u>Interlibrary loan (ILL) and International interlibrary loan (IILL):</u></b>      |                                                         |                                                                    |                                                                                                    |                    |
| <b>9.1.</b> | <b><u>ILL services:</u></b>                                                            |                                                         |                                                                    |                                                                                                    |                    |
| 9.1.1.      | Document delivery from Latvia's libraries                                              | 1 document                                              | Postal services                                                    | Postal services                                                                                    | not subject to VAT |
| 9.1.2.      | Extraction of full articles from free and RSU subscribed sources for the users of ILL  | 1 request                                               | 0,35                                                               | 5,00                                                                                               | not subject to VAT |
| 9.1.3.      | Processing of request (verification of document availability)                          | 1 request                                               | 0,50                                                               | 0,50                                                                                               | not subject to VAT |
| <b>9.2.</b> | <b><u>IILL services:</u></b>                                                           |                                                         |                                                                    |                                                                                                    |                    |
| 9.2.1.      | Delivery of journal article in electronic form                                         | 1 document                                              | see fees of document delivery centre (≈6,00 – 60,00)               | see fees of document delivery centre (≈6,00 – 60,00) + fee for library services 0,40               | not subject to VAT |
| 9.2.2.      | Book delivery from abroad                                                              | 1 item                                                  | see fees of document delivery centre (from 13,00) + postal charges | see fees of document delivery centre (from 13,00) + fee for library services 0,40 + postal charges | not subject to VAT |
| 9.2.3.      | Book delivery from abroad by using IFLA vouchers                                       | 1 document                                              | IFLA vouchers (≈4,00-16,00) + postal services                      | IFLA vouchers (≈4,00-16,00) + postal services                                                      | not subject to VAT |
| 9.2.4.      | Delivery of printout of journal article from abroad by using IFLA vouchers             | 1 document                                              | IFLA vouchers (≈4,00-16,00)                                        | IFLA vouchers (≈4,00-16,00)                                                                        | not subject to VAT |
| <b>10.</b>  | <b><u>Fines</u></b>                                                                    |                                                         |                                                                    |                                                                                                    |                    |
| 10.1.       | Overdue fine                                                                           | 1 item per day (depending on the information source)    | 0,10 and 0,21                                                      | 0,10**                                                                                             | not subject to VAT |
| 10.2.       | Fine for damaged library material                                                      | 1 item                                                  | 8,00                                                               | 8,00**                                                                                             | not subject to VAT |
| 10.3.       | Fine for lost library material                                                         | 1 item                                                  | according to the market price                                      | according to the market price**                                                                    | not subject to VAT |
| 10.4.       | Reimbursement of overdue fine by passing over a book that is necessary for the Library | 1 or several items (depending on the price of the book) | amount of overdue fine                                             | amount of overdue fine **                                                                          | not subject to VAT |
| <b>11.</b>  | <b><u>Binding of Bachelor's and Master's theses:</u></b>                               |                                                         |                                                                    |                                                                                                    |                    |
| 11.1.       | Hard cover                                                                             | 1 item                                                  | 7,00                                                               | 7,00                                                                                               | 21%                |
| 11.2.       | Soft cover                                                                             | 1 item                                                  | 2,50                                                               | 2,50                                                                                               | 21%                |
| <b>12.</b>  | <b><u>Binding of separate pages:</u></b>                                               |                                                         |                                                                    |                                                                                                    |                    |
| 12.1.       | Thermo cover                                                                           | 1 time                                                  | 2,00                                                               | 2,00                                                                                               | 21%                |
| 12.2.       | Spiral binding                                                                         | 1 time                                                  | 1,70                                                               | 1,70                                                                                               | 21%                |
| <b>13.</b>  | <b><u>Laminating:</u></b>                                                              |                                                         |                                                                    |                                                                                                    |                    |
| 13.1.       | A3 page                                                                                | 1 item                                                  | 1,20                                                               | 1,20                                                                                               | 21%                |
| 13.2.       | A4 page                                                                                | 1 item                                                  | 0,70                                                               | 0,70                                                                                               | 21%                |
| 13.3.       | A5 page                                                                                | 1 item                                                  | 0,50                                                               | 0,50                                                                                               | 21%                |
| 13.4.       | A6 page                                                                                | 1 item                                                  | 0,40                                                               | 0,40                                                                                               | 21%                |
| <b>14.</b>  | <b><u>Spiral binding with plastic coils:</u></b>                                       |                                                         |                                                                    |                                                                                                    |                    |

|        |                                 |        |      |      |     |
|--------|---------------------------------|--------|------|------|-----|
| 14.1.  | Thickness 6 mm and 1-20 pages   | 1 item | 0,90 | 0,90 | 21% |
| 14.2.  | Thickness 8 mm and 1-40 pages   | 1 item | 1,00 | 1,00 | 21% |
| 14.3.  | Thickness 10 mm and 1-55 pages  | 1 item | 1,10 | 1,10 | 21% |
| 14.4.  | Thickness 12 mm and 1-80 pages  | 1 item | 1,20 | 1,20 | 21% |
| 14.5.  | Thickness 14 mm and 1-100 pages | 1 item | 1,30 | 1,30 | 21% |
| 14.6.  | Thickness 18 mm and 1-150 pages | 1 item | 1,40 | 1,40 | 21% |
| 14.7.  | Thickness 20 mm and 1-175 pages | 1 item | 1,50 | 1,50 | 21% |
| 14.8.  | Thickness 22 mm and 1-180 pages | 1 item | 1,70 | 1,70 | 21% |
| 14.9.  | Thickness 25 mm and 1-200 pages | 1 item | 1,90 | 1,90 | 21% |
| 14.10. | Thickness 28 mm and 1-240 pages | 1 item | 2,00 | 2,00 | 21% |
| 14.11. | Thickness 32 mm and 1-280 pages | 1 item | 2,30 | 2,30 | 21% |
| 14.12. | Thickness 38 mm and 1-340 pages | 1 item | 2,60 | 2,60 | 21% |
| 14.13. | Thickness 45 mm and 1-410 pages | 1 item | 2,90 | 2,90 | 21% |
| 14.14. | Thickness 51 mm and 1-500 pages | 1 item | 3,60 | 3,60 | 21% |

\*There is self-service available at no charge

\*\* Apply to the branch of RSU Library Information Centre for Latvian Healthcare Professionals

Upon execution of payment for RSU Library services or fine payments in Euro (EUR), use the following bank details:

#### SEB banka

Rīga Stradiņš University  
Reg. No. 90000013771  
Bank: AS "SEB Banka"  
SWIFT: UNLALV2X  
Account No. (EUR): LV28UNLA0050013752619

#### Banka Citadele

Rīga Stradiņš University  
Reg. Nr. 90000013771  
Bank: Citadele  
SWIFT: PARXLV22  
Account No. (EUR): LV04PARX0001452860004

#### Swedbank

Rīga Stradiņš University  
Reg. No. LV90000013771  
Bank: AS "Swedbank"  
SWIFT: HABALV22  
Multi-currency account No. LV02HABA0551000376050

#### Luminor

Rīga Stradiņš University  
Reg. No. 90000013771  
Bank: Luminor  
SWIFT: RIKOLV2X  
Account No. (EUR): LV24RIKO0002013214400

Please, indicate the purpose of the payment: To RSU library for (indicate particular service)