

CONFIRMED:
J. Gardovskis,
Rector of Rīga Stradiņš University
Riga, 01.09.2017

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.
1.	<u>Copying:</u>				
1.1.	Black and white	A4 page	0,05	0,05	21%
1.2.	Black and white	A3 page	0,10	0,10	21%
1.3.	Colour	A4 page	0,40	0,40	21%
1.4.	Colour	A3 page	1,00	1,00	21%
2.	<u>Information retrieval from the computer:</u>				
2.1.	black and white printout	A4 page	0,05	0,05	21%
2.2.	black and white printout	A3 page	0,10	0,10	21%
2.3.	colour printout	A4 page	0,40	0,40	21%
2.4.	colour printout	A3 page	1,00	1,00	21%
2.5.	writing of files to USB*	1 flash memory	0,45	0,45	0%
3.	Document scanning*	1 page	0,40 (depending on the number of pages: 0,40 till 5 p., 0,30 over 5 p.)	0,40 (depending on the number of pages: 0,40 till 5 p., 0,30 over 5 p.)	21%
4.	<u>Enquiry services:</u>				
4.1.	Single compilation of bibliographical information according to the relevant topic	1 request 1-2 days	5,00	10,00	0%
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	Depending on the number of documents: till 50 doc.: 1,00; over 50 doc.: 2,00	Depending on the number of documents: till 50 doc.: 1,00; over 50 doc.: 2,00	0%
4.3.	Sending of electronic files of articles	1 article	0,15	0,15	0%
5.	Compilation of bibliographic index of a person (upon agreement)	1 bibliographic record	0,50	1,00	0%
6.	Training course in medicine-related information search in electronic sources in groups (no less than 5 persons in group)	1 person, 5 academic hours	25,00	25,00	21%

7.	Unified reader's card	a card	3,00	3,00	21%
8.	<u>Librarys specialists' assistance in developing systematic review:</u>				
8.1.	Consultation on developing systematic review	1h	0,00	6,00	0%
8.2.	Development of search strategy (protocol methods)	14 working days	35,00	35,00	0%
8.3.	Search for researches	1h	0,50	0,50	0%
8.4.	Primary selection of researches and data exporting into EndNote or other tool at the user's choice	1h	0,50	0,50	0%
8.5.	Data renewal (1 month prior to the deadline)	1 entry	0,05	0,05	0%
8.6.	Preparation of the report (upon agreement):				
8.6.1.	Search strategy description	1h	3,00	3,00	0%
8.6.2.	Bibliographic list	1 entry	0,05	0,05	0%
9.	<u>Interlibrary loan (ILL) and International interlibrary loan (IILL):</u>				
9.1.	<u>ILL services:</u>				
9.1.1.	Document delivery from Latvia's libraries	1 document	Postal services	Postal services	0%
9.1.2.	Extraction of full articles from free and RSU subscribed sources for the users of ILL	1 request	0,35	5,00	0%
9.1.3.	Processing of request (verification of document availability)	1 request	0,50	0,50	0%
9.2.	<u>IILL services:</u>				
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	0%
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	0%
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	0%
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)	0%
10.	<u>Purchase of study books</u>	1 book	different prices	different prices	12%
11.	<u>Purchase of A4 size paper sheet</u>	1 sheet	0,01	0,01	21%
12.	<u>Purchase of electronic pre-paid ID card for library services</u>	1 card	1,30	1,30	21%
13.	<u>Minimum amount to be loaded in pre-paid ID card**</u>	1	1,00	1,00	0%
14.	<u>Fines</u>				
14.1.	Overdue fine	1 item per day	0,07 un 0,25	0,07 un 0,25***	

		(depending on the information source)			0%
14.2.	Fine for damaged library material	1 item	8,00	8,00***	0%
14.3.	Fine for lost library material	1 item	according to the market price	according to the market price***	0%
14.4.	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 ***	0%
13.	<u>Binding of Bachelor's and Master's theses:</u>				
13.1.	Hard cover	1 item	6,40	6,40	21%
13.2.	Soft cover	1 item	2,10	2,10	21%
14.	<u>Binding of separate pages:</u>				
14.1.	Thermo cover	1 time	0,70	0,70	21%
14.2.	Spiral binding	1 time	0,60	0,60	21%
15.	<u>Laminating:</u>				
15.1.	A3 page	1 item	1,20	1,20	21%
15.2.	A4 page	1 item	0,70	0,70	21%
15.3.	A5 page	1 item	0,50	0,50	21%
15.4.	A6 page	1 item	0,40	0,40	21%
16.	<u>Spiral binding with plastic coils:</u>				
16.1.	Thickness 6 mm and 1-20 pages	1 item	0,90	0,90	21%
16.2.	Thickness 8 mm and 1-40 pages	1 item	1,00	1,00	21%
16.3.	Thickness 10 mm and 1-55 pages	1 item	1,10	1,10	21%
16.4.	Thickness 12 mm and 1-80 pages	1 item	1,20	1,20	21%
16.5.	Thickness 14 mm and 1-100 pages	1 item	1,30	1,30	21%
16.6.	Thickness 18 mm and 1-150 pages	1 item	1,40	1,40	21%
16.7.	Thickness 20 mm and 1-175 pages	1 item	1,50	1,50	21%
16.8.	Thickness 22 mm and 1-180 pages	1 item	1,70	1,70	21%
16.9.	Thickness 25 mm and 1-200 pages	1 item	1,90	1,90	21%
16.10.	Thickness 28 mm and 1-240 pages	1 item	2,00	2,00	21%
16.11.	Thickness 32 mm and 1-280 pages	1 item	2,30	2,30	21%
16.12.	Thickness 38 mm and 1-340 pages	1 item	2,60	2,60	21%
16.13.	Thickness 45 mm and 1-410 pages	1 item	2,90	2,90	21%
16.14.	Thickness 51 mm and 1-500 pages	1 item	3,60	3,60	21%
17.	<u>RSU promotional products (souvenirs)</u>	1 item	different prices	different prices	21%

*There is self-service available at no charge

** Prepaid ID card is non-refundable

*** 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 bank

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

Swedbank

Rīga Stradiņš University
Reg. No. LV90000013771
Bank: AS "Swedbank"
SWIFT: HABALV22
Account No.: LV02HABA0551000376050

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

Director, Finance Department

A.Priednieks

Director, RSU Library

I.Aploka