

Approved
by Order No. V-27 of 2021-10-20,
issued by the Director of the Wroblewski Library
of the Lithuanian Academy of Sciences

PRICE LIST FOR THE SERVICES PROVIDED BY THE WROBLEWSKI LIBRARY OF THE LITHUANIAN ACADEMY OF SCIENCES

I. SEARCH FOR INFORMATION IN DOCUMENTS HELD BY THE LIBRARY

Search for information in the documents kept in the Main Collection of the Library is performed using a preliminary list of sources compiled together with the customer. The list of sources may be expanded at the time of service delivery.

Search for information in the documents from the holdings of the Manuscripts Department and the Rare Books Department is not performed within the frame of this service. Preliminary information on such documents may be obtained from the Library's catalogues and provided free of charge.

A timeframe for of service delivery is discussed when an order is placed.

The customer pays for the provided service even if the required information has not been retrieved.

Priority service is charged an additional fee of 50 percent of the total order price.

1.1. Search for information in the documents from the Main Collection of the Library:
1 hour 10,00 EUR.

II. BIBLIOGRAPHIC SERVICES

The timeframe for of service delivery is discussed when an order is placed.

Priority service is charged an additional fee of 50 percent of the total order price.

2.1. Compilation of a subject bibliography or a bibliographic index, response to a bibliographic query (search for and presentation of information):

2.1.1. Search for information in the Library's catalogues and card files, presentation of retrieved information:
1 bibliographic record 0,50 EUR.

2.1.2. Search for information in electronic resources and presentation of retrieved information:
1 bibliographic record 0,50 EUR.

2.1.3. Search for information in secondary sources (compendia, bibliographies, etc.) held in the Library, and presentation of retrieved information:
1 bibliographic record 1,00 EUR.

2.1.4. Search for information in primary sources (newspapers, journals, books) held in the Library, and presentation of retrieved information:

1 bibliographic record 5,00 EUR.

2.1.5. Search for information in primary sources (newspapers, journals, books) in Gothic type held in the Library, and presentation of retrieved information:

1 bibliographic record 5,50 EUR.

2.1.6. Search for information in primary sources (newspapers, journals, books) in a language other than Lithuanian held in the Library, and presentation of retrieved information:

1 bibliographic record 5,50 EUR.

2.1.7. Search for information in primary sources (newspapers, journals, books) held in other institutions, and presentation of retrieved information:

1 bibliographic record 5,50 EUR.

2.2. Compilation of indexes of personal names

1 entry 0,10 EUR.

2.3. Editing of literature lists or bibliographic indexes:

1 bibliographic record 1,00 EUR.

2.4. Consultation regarding bibliographic records

1 bibliographic record 0,30 EUR.

III. ORDERING OF DOCUMENTS FROM OTHER LIBRARIES IN AND OUTSIDE LITHUANIA THROUGH INTERLIBRARY LOAN (ILL).

The interlibrary loan service is provided upon completing an order form (see the forms in Supplements 1 and 2)

The service fee consists of a document lending fee and a postage fee.

If needed, overdue payments will be collected through a collection agency and by legal action.

3.1. Documents from other libraries in and outside Lithuania are ordered on request by registered users of the Library upon paying an administration fee of 1 EUR.

	Borrowing from other libraries		Lending to other libraries	
	in Lithuania	outside Lithuania	in Lithuania	outside Lithuania
Delivery by mail	Current postage rates of the Lithuanian Post			
Lending of documents	Set by the lending library	Set by the lending library	Free of charge	From 8,00 Eur (or 1 IFLA voucher) per document

Copying of documents	Set by the lending library	Set by the lending library	WLLAS current service rates	From 4,00 Eur (or 0,5 IFLA voucher)
Document return reminders, penalty payments		Set by the lending library	1st reminder* – free of charge 2nd reminder – 2,00 Eur 3rd reminder – 5,00 Eur 4th reminder by registered letter – 15,00 Eur	
Fine for lost or damaged documents			Set by the lending library	

* Library sends reminders once every seven calendar days

IV. COPYING OF DOCUMENTS

This section contains a list of standard rates for copying services. Copies of materials from the holdings the Library may be ordered for personal use or scientific research.

In order to copy a document for using it in a publication, a customer must receive permission from the Library Director. A customer may not recreate or distribute images of documents kept in the library without written permission from the institution. This permission is subject to a fee (see Paragraph 7.4). For more detailed information, please contact the Directorate of the Library.

Only documents in good physical condition may be copied. If the physical condition of a document is not good enough to allow copying, the cost of preparing the document for digitization will be calculated into the copying fee. This fee will be calculated based on the cost of materials used in the preparation of the document and on the cost of work time.

In order to place an order for copying, the customer should provide the call number of the document he/she wishes to be copied.

Copies will be made once the payment has been received.

If digital copies are ordered online, a staff member of the Digitization Department will discuss the invoice with the customer within 3 workdays.

Once the document has been brought to the Digitization Department and the receipt of the payment has been confirmed, the copies will be made within 10 workdays.

If a customer wishes to place a larger digitization order, he/she should contact the Directorate of the Library for approval and price estimate.

Priority service is charged an additional fee of 50 percent of the total order price.

If copies are delivered by mail, postage fees will be charged in accordance with the postage rates of the Lithuanian Post effective at the time of mailing.

The following types of documents may only be photographed and digitized (to ensure protection from physical damage): manuscript documents (pre-20th cent.), old publications (pre-19th cent.), photo documents, maps, engravings, proclamations, posters, play-bills, drawings (up to and including 1960) old periodicals (pre-20th cent.), hard-bound or large-format periodicals (up to and including 1945), and restored documents.

Copying with personal equipment is not permitted.

The following documents may not be copied: those in poor physical condition; published or kept in the digital archive of the Library; under preparation for publication by the Library or its partners, entire sets or collections; inventories of manuscripts.

4.1. Photocopying

Document Format	Copying of publications by the self-service photocopier in the General Reading Room	Documents from the Manuscripts and Rare Books collections copied by staff members of the Library
A4 copy	0,05 EUR	0,15 EUR
A3 copy	0,10 EUR	0,30 EUR

4.2. Printing

Printing of documents A4, 1 page 0,10 EUR.

4.3. Digitization

Digitization pricing does not include the cost of a data storage device.

Digitized materials can be 1) downloaded into a storage device provided by the customer; 2) e-mailed; 3) downloaded into a data storage device provided by the Library and mailed to the address supplied by the customer.

4.3.1. Pricing for digital images depends on their resolution:

Digitization of documents for personal use or research:

1 image JPEG, up to and including 150 dpi	1,00 EUR.
1 image, from 150 dpi to 300 dpi	8,00 EUR.
1 image, from 350 dpi to 600 dpi	12,00 EUR.

Redelivery of digitized materials is free of charge.

4.3.2. Digitization of watermarks:

1 image	10,00 EUR.
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4.3.3. Digitization of parchments:

1 image (JPEG)	10,00 EUR;
1 image (TIFF)	30,00 EUR.

4.3.4. Digitization of microfilms:

1 image	1,00 EUR.
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4.3.5. Digitization of documents with the self-service equipment located in the General Reading Room, the Open Stacks Reading Room for Humanities and Social Sciences and the Old Periodicals Reading Room:

1 image	0,30 EUR.
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A digital image is copied by a staff member of the Library into a data storage device provided by the client.

- 4.3.6. Storage medium
CD-R, CD-RW etc. 1,00 EUR.

4.4. Photography

- 4.4.1. Digital macrophotograph of a document (suitable for publication) 15,00 EUR.

4.4.2. The pricing for photo services complies with the current agreement between the Library and the photo service provider.

V. BOOKBINDING SERVICES

Type of binding	Book	Journal set	Newspaper set
Softcover, oversewn	7,00 Eur	8,00 Eur	9,00 Eur
Hardcover, oversewn	12,00 Eur	14,00 Eur	16,00 Eur
Hardcover, sewn through the folds	16,00 Eur	18,00 Eur	20,00 Eur

The table above shows the minimum price for each type of work. The total price of the service is subject to changes depending on the format of the document and the number of folia. If the binding needs to be disassembled, restored, or otherwise worked on, the price of this work will be included in the total price of the service. Binding services not listed above are discussed at the place of the service provision.

The customer pays for materials needed to carry out the order.

VI. DOCUMENT RESTORATION AND CONSERVATION SERVICES

We carry out conservation and restoration of archival documents, books, maps, drawings, engravings, newspapers, and other objects of documentary heritage. The services offered are as follows: disinfection, dry cleaning, removal of stains and dirt, repair of fragments, reconstruction of fragments, straightening, preparation for storage, and other works necessary for stabilizing documents.

The cost of work will depend on time and on complexity of technology required for carrying out a particular task.

A working day rate is 80 Eur.

The customer pays for materials needed to carry out the order.

VII. MATERIAL ANALYSIS OF DOCUMENTS

No.	Test	Sample price
1.	Microchemical qualitative analysis:	
	metals	3,00–15,00 Eur
	lignin	1,50 Eur
	proteins	3,00 Eur
	carbohydrates	3,00 Eur
	leather tanning method	3,00–14,50 Eur 3,00–14,50 Eur
2.	FTIR-ATR analysis:	
	spectrum recording	8,00 Eur
	spectrum interpretation	14,50–35,00 Eur
3.	Optical microscopy:	
	reflected-light image	3,00–9,00 Eur
	transmitted-light image	5,00–11,00 Eur
	rezultatų interpretacija	3,00–14,50 Eur
4.	pH determination:	
	micro-measurement	1,50 Eur
	macro-measurement	3,00 Eur
5.	Test report	3,00–35,00 Eur

The price of a material analysis test depends on the size of the test specimen. The price of a test report (interpretation of the results) depends on the amount of the data obtained.

VIII. OTHER SERVICES

8.1. Subscription for an electronic database is price of a year subscription.

8.2. Movie and TV filming, as well as photography on the premises of the Library either for commercial or for non-commercial purposes is allowed only with permission of a representative of the Directorate or a member of the Collegium (head of department).

Filming and photography associated with any activities not involving the usual activities of the Library or damaging to the Library's prestige, or to the dignity and honor of its workers, or to their security, health, work, etc., is strictly prohibited on the premises of the Library.

8.2.1. Fee for movie and TV filming and photography for the commercial purposes will depend on time taken by these activities:

1 hour	10,00–1000,00 EUR.
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8.3. Rent or loan of a document

1 day or 24 hours	2,00 EUR.
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8.4. Permission to publish documents kept in the Library

Permission to publish a document (documents) is granted on request.

Permission to publish is approved by the Directorate of the Library.

Permission to publish is granted for documents from the holdings of the Library, including those which use is regulated by the RL Copyright and Related Rights Law No. VIII-1185 of 1999-5-18 LR (new wording, 2003, Nr. IX-1355). The Library does not guarantee that use of these documents for publishing purposes will not affect third parties' interests.

Before placing an order for copying a document for publishing purposes, the customer must find out if the document is subject to copyright or other restrictions on its use. If the document is subject to copyright, the customer must obtain permission from the copyright owner (copies are invalid).

The fee for permission to publish a document depends on the length of the document, as well as on the content, purpose, print run and medium of the planned publication, and the geographical territory of its dissemination.

8.4.1. The fee for permission to publish a document (or its fragment) for scholarly, educational, cultural, and other non-commercial purposes:

1 document	from 5,00 EUR to 500,00 EUR.
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8.4.2. The fee for permission to publish a document (or its fragment) for commercial purposes:

1 document	from 10,00 EUR to 1000,00 EUR.
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8.6. Library tour:

school students, college and university students, and seniors	1,00 EUR per person;
group of fewer than 10 people	2,00 EUR per person;
group from 10 to 20 people	1,50 EUR per person.

8.7. Permission to use the conference hall or the meeting room:

1 hour	10,00 EUR.
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8.8. Permission to use demonstration equipment (projector & screen):

1 hour	5,00 EUR.
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