

APPROVED  
by the decree no 9  
of the Director of the Library  
on 17<sup>th</sup> October 2022

## The Price List of Services of the Academic Library of Tallinn University

### User registration

Information desk, telephone +372 6659 439, [infolett@tlulib.ee](mailto:infolett@tlulib.ee)

Service	Price in Euros, incl VAT
User registration with ID card	free
User registration for the Tallinn University students and staff	free
User registration for others (without Estonian ID card)	2.00
Duplicate of the library card	4.00
One-time visitor card	0.50
Duplicate to replace a stolen card (in case there is official proof of the theft being reported to police)	free

### Self-service Copy, Print and Scan

(Print In City print account needed)

Service	Unit	Price in Euros, incl VAT
Copy and print (A4, B/W, one side / double sided)	page	0.05 / 0.09
Copy and print (A4, color, one side / double sided)	page	0.32 / 0.63
Copy and print (A3, B/W, one side / double sided)	page	0.10 / 0.19
Copy and print (A3, color, one side / double sided)	page	0.64 / 1.27
Scan (A4)	page	0.01
Scan (A3)	page	0.01

## Copy, Scan and Print Services

Information desk, telephone +372 6659 439, [infolett@tlulib.ee](mailto:infolett@tlulib.ee)

Service	Unit	Price in Euros, incl VAT
Copy (A4, B/W, one side / double sided)*	page	0.10 / 0.19
Copy (A4, color, one side / double sided)*	page	0.60 / 1.19
Copy (A3, B/W, one side / double sided)*	page	0.17 / 0.33
Copy (A3, color, one side / double sided)*	page	1.20 / 2.39
Copy of a bound newspaper (A4)*	page	0.20
Copy of a bound newspaper (A3)*	page	0.38
Search and copy*	page	0.30
Printout (A4, B/W, one side / double sided)**	page	0.10 / 0.19
Printout (A4, color, one side / double sided)**	page	0.60 / 1.19
Printout (A3, B/W, one side / double sided)**	page	0.17 / 0.33
Printout (A3, color, one side / double sided)**	page	1.20 / 2.39
Scan (A4)	page	0.18
Scan (A3)	page	0.18

\* The service is only for making copies of library collection items. Making copies while you wait, max 20 pages.

\*\* Ordering printout from readers' computer, pick-up from Information desk. Making copies while you wait, max 100 pages.

## Scanning\*

Service department, telephone +372 6659 424, [kojulaenutus@tlulib.ee](mailto:kojulaenutus@tlulib.ee)

Service	Unit	Price in Euros, incl VAT
In case of large-scale works (information request/topic search/book search)	base price	5.00
Scanning (JPG, PDF without OCR)	frame	0.80

\* The service is performed with a tablet.

## Digitization\*

Digitization Center, telephone +372 6659 455, [digitellimus@tlulib.ee](mailto:digitellimus@tlulib.ee)

Service	Unit	Price in Euros, incl VAT
Base price	document	9.00
Digitization of the entire document (PDF with OCR)	page	0.18*
Digitization of the entire document with print quality (TIFF)	page	5.00*

\* Price depends on order parameters.

**NB:** TLU Academic Library has the right to refuse to make the copies in case the process may damage the original.

## Interlibrary Loan

Service department, telephone +372 6659 431, [ill@tlulib.ee](mailto:ill@tlulib.ee)

Service	Unit	Price in Euros, incl VAT
Copy by international order (for the Tallinn University students and staff)	1– 20 pages	8.00
Copy by international order (for the Tallinn University students and staff)	over 20 pages	12.00
Copy by international order (for others)	1– 20 pages	10.00
Copy by international order (for others)	over 20 pages	14.00
Copy by licenced journal article from SUBITO (Germany) for the Tallinn University students and staff	licence + page	6.00 + à 0.50
Copy by licenced journal article from SUBITO (Germany) for others	licence + page	6.00 + à 0.60
Book order from EU member states (for the Tallinn University students and staff)	volume	15.00
Book order from EU member states (for others)	volume	17.00
Other international book orders	volume	33.00
Book order in Estonia (for the Tallinn University students and staff)	volume	6.00
Book order in Estonia (for others)	volume	7.00
In case of large-scale works (information request/topic search/book search)	base price	5.00
Scanning and emailing	page	0.80

## Use of the Reader's Workroom (Rävala Ave 10)

Service department, telephone +372 6659 424, [reserveerimine@tlulib.ee](mailto:reserveerimine@tlulib.ee)

Service	Unit	Price in Euros, incl VAT
For students and university staff		free
For others	30 min	1.50
	hour	3.00
	day	10.00

## Use of the Seminar Rooms (Rävala Ave 10)

Office Secretary-PR Manager, telephone +372 6659 401, [reserveerimine@tlulib.ee](mailto:reserveerimine@tlulib.ee)

Service	Unit	Price in Euros, incl VAT
Seminar room 'Uno'*	day	120.00
Museum room*	day	50.00
Baltica reading room	day	60.00
Expatriate Estonian Literature Centre reading room	day	30.00
Technical support during an event	hour	20.00

\* Includes the possibility to use presentation equipment.

## Use of Computer Class in the Study Centre (Narva road 29)

Subject librarians, telephone +372 6409 184, [erialainfo@tlulib.ee](mailto:erialainfo@tlulib.ee)

Service	Unit	Price in Euros, incl VAT
Computer classroom rental	day	100.00
Technical support	hour	20.00

## Database Training

Subject librarians, telephone +372 6409 184, [erialainfo@tlulib.ee](mailto:erialainfo@tlulib.ee)

Service	Unit	Price in Euros, incl VAT
Database training for Tallinn University students and staff (max group 22 people)		free
For others (groups)	1,5 hours	50.00
For other (one person)	1,5 hours	15.00

## Book Delivery to a parcel machine\*

Service department, telephone +372 6659 424, [kojulaenutus@tlulib.ee](mailto:kojulaenutus@tlulib.ee)

Service	Size	Price in Euros, incl VAT
Parcel machine - pick up by courier	S	4.52
	M	5.46
	L	6.51

\* Prices according to Omniva.

## Book Delivery Service\*

Service department, telephone +372 6659 424, [kojulaenutus@tlulib.ee](mailto:kojulaenutus@tlulib.ee)

Service	Unit	Price in Euros, incl VAT
Delivery in Tallinn	up to 1 kg	5.93
	up to 1–3 kg	6.31
Delivery near Tallinn (Harku parish, Keila parish, Paldiski, Saku parish, Saue parish, Kiili parish, Rae parish, Raasiku parish, Maardu, Viimsi parish, Jõelähtme parish), Tartu and nearby (Ilmatsalu, Kõrveküla, Lohkva, Märja, Tõrvandi, Ülenurme), Pärnu, Rakvere, Jõhvi, Viljandi	up to 1 kg	6.81
	up to 1–3 kg	7.19
Delivery in Narva, Kohtla-Järve, Sillamäe, Põltsamaa, Jõgeva, Elva, Põlva, Võru, Otepää, Valga, Türi, Paide, Märjamaa, Rapla, Haapsalu, Kärdla, Kuressaare	up to 1 kg	7.48
	up to 1–3 kg	7.92
Delivery elsewhere in Estonia	up to 1 kg	8.55
	up to 1–3 kg	9.10

\* Prices according to Omniva.

## Exhibitions

Johannes Saar, Head of External Communications and Exhibitions, telephone +372 6659 411, [johannes.saar@tlulib.ee](mailto:johannes.saar@tlulib.ee)

Service	Unit	Price in Euros, incl VAT
Main gallery rental	month	150.00
2. floor gallery rental	month	100.00

## Lending displays and showcases (outside the Library)

Johannes Saar, Head of External Communications and Exhibitions, telephone +372 6659 411, [johannes.saar@tlulib.ee](mailto:johannes.saar@tlulib.ee)

Service	Unit	Price in Euros, incl VAT
Showcase (low)	day	5.00
Showcase (low)	month	35.00
Showcase (high)	day	10.00
Showcase (high)	month	65.00

## **Photo, TV and film shooting in the Library premises**

Office Secretary-PR Manager, telephone +372 6659 401, [tlulib@tlulib.ee](mailto:tlulib@tlulib.ee)

<b>Service</b>	<b>Unit</b>	<b>Price in Euros, incl VAT</b>
Taking photos, shooting film and TV, pre-arranged with the PR Manager – for non-profit*	hour	free
Taking photos, shooting film and TV, pre-arranged with the PR Manager – for businesses*	hour	50.00

\* *Must mention the Library in the production output.*

## **Fee for the loss of the locker key**

Information desk, telephone +372 6659 439, [infolett@tlulib.ee](mailto:infolett@tlulib.ee)

<b>Service</b>	<b>Unit</b>	<b>Price in Euros, incl VAT</b>
Must be paid to the Information Desk	1 piece	5.00