

Additional services price list

List of services		Service unit	Price in rubles
1.	Main additional services		
1.1.	Student's reader card Basic/Optimum	reader card	120/250
1.2.	Reader cards for TSU Candidates of Science (PhD), teachers and staff, Basic/Optimum	reader card	120/350
1.3.	Temporary reader card for general public users Basic/Optimum - one month - six months - one year	reader card	60/150 120/275 250/350
1.4.	Replacement of a lost reader card (Basic/Optimum for all categories of members)	reader card	50
2.	Interlibrary loan services and document delivery		
2.1.	Getting a Reader Card (Concluding an annual agreement with a legal body, paying an advance fee)	agreement	agreed price
2.2.	Accepting and processing interlibrary loan orders (for general public users)	order	30
2.3.	Item delivery		
2.3.1.	Original book (weight-based price) from the fund of TSU RL (subject to the agreement with the legal body)	item	100 + postal expenses at federal postal service's prices !
2.3.2.	Original book (weight-based price) from Russian libraries' stock	item	100 + service cost at stock-holding libraries' rates + postal expenses at federal postal service's rates !
2.3.3.	E-copy of items from library fund of TSU RL	item	30 e-copy delivery + scanning at the price provided in the price list
2.3.4.	E-copies of items from other Russian libraries' stocks	item	30 e-copy delivery + service cost at fund libraries prices
2.4.	Extension of the document use		
2.4.1.	Up to 2 weeks	item	20
2.4.2.	Up to 1 month		30
2.5.	Penalty for deferred return of interlibrary loan document	document/day	8
3.	Extension of the use of books		
3.1.	lent out at the delivery desk 1 year and 1 term/30 days/7 days	1 document/ 1 day	0.50/2/5
3.2.	lent out in the reading room • for each hour	1 document	2
4.	Compensation for the loss or damage of	1 document	replacement cost

	documents from library stock		(average cost of an academic or a scientific book for the current year).
5.	Bibliographic services (if a reader refuses to work on one's own)		
5.1.	Referral services		
5.1.1.	Subject reference: compiling bibliographical references for yearly essays, graduate theses, thesis works		
5.1.2.	Using E-catalogue, E-library	1 source	20
5.1.3.	Using subscription resources and legal databases	1 source	22
5.1.4.	Using card catalogue	1 source	22
5.1.5.	Combined search	1 source	25
5.1.6.	Clarifying information: clarification or determining of the author, document title, publisher's imprint, etc.	1 source	23
5.1.7.	Address reference: availability/ location of the document	1 source	20
5.1.8.	Factual information: facts and data checking (the exact date, number, quote, term)	1 source	22
5.2.	Services for the promotion of research activity results		
5.2.1.	Editing of bibliographical references		
	- with clarification	1 item	20
	- without clarification		10
5.2.2.	Giving a library classification (UDC, LBC) (for general public users)	1 index	100
5.2.3.	Compiling biobibliographic and bibliographic references, manuals, reference books, guides, catalogues	1 list / manual / reference book / catalogue / guide	agreed price
5.2.4.	Searching spelling variants of first, middle and last names, as well as of names of organisations in international citation bases (for general public users)		agreed price
5.2.5.	Preparing and sending requests for changing information in international citation bases (for general public users)	Request	agreed price
5.2.6.	Clarification of bibliometric information and its presentation in accordance with reporting forms (e.g. dissertation councils, applications to competitions, etc.)	1 reporting form	agreed price
5.2.7.	Publication of full texts in RSCI from the collections of articles published in TSU		agreed price
5.2.8.	Drawing up of research reports in accordance with the national standard	1 report	agreed price
5.2.9.	Regular provision of topic-based information and bibliographic services (for both physical and legal bodies)		agreed price
5.2.10.	Preparation of digests/subject reviews	1 digest/subject review	agreed price
6.	Cataloging of documents in accordance with accepted standards		
6.1	Creation of e-databases (machine-readable bibliographic records)	1 machine-readable record	25
7.	Binding, conservation and restoration of documents		
7.1	Binding		
7.1.1.	Graduation/thesis works binding (vinyl coated paper/calico)	unit	

	<ul style="list-style-type: none"> • up to 100 sheets 		200/250
	<ul style="list-style-type: none"> • up to 200 sheets 		250/300
	<ul style="list-style-type: none"> • up to 300 sheets 		300/350
	<ul style="list-style-type: none"> • up to 400 sheets 		350/400
	<ul style="list-style-type: none"> • up to 500 sheets 		400/450
	<ul style="list-style-type: none"> • up to 600 sheets 		450/500
7.1.2.	Thermal binding (aluminum colour)	unit	
	Cover		
	<ul style="list-style-type: none"> • 9mm 		90
	<ul style="list-style-type: none"> • 12mm 		100
	<ul style="list-style-type: none"> • 15mm 		110
	Tear-off cover		
	<ul style="list-style-type: none"> • 24mm 		85
	<ul style="list-style-type: none"> • 30mm 		95
	<ul style="list-style-type: none"> • 36mm 		105
7.1.3.	Binding of archive and accounting items (for 4 punctures, back made of vinyl binding material: with/without lining-up using kraft paper / entire binding of vinyl binding material)	unit	
	<ul style="list-style-type: none"> • up to 200 sheets 		150/200/250
	<ul style="list-style-type: none"> • up to 300 sheets 		160/230/300
	<ul style="list-style-type: none"> • up to 400 sheets 		190/270/350
	<ul style="list-style-type: none"> • up to 500 sheets 		230/320/400
	<ul style="list-style-type: none"> • up to 600 sheets 		270/360/450
	<ul style="list-style-type: none"> • up to 700 sheets 	300/400/500	
7.1.4.	Binding of newspapers and magazines (price of the work depends on current condition of a document)	Filing	200 and more
7.2.	Conservation		
7.1.2.	Making of microclimatic book containers (CKB board)	unit	105
7.2.2.	Dust removal (per sheet)	page	
	<ul style="list-style-type: none"> • of books 		5
	<ul style="list-style-type: none"> • of newspapers 		7
7.3.2.	Disinfection	page	
	<ul style="list-style-type: none"> • of books 		10
	<ul style="list-style-type: none"> • of newspapers 		15
7.2.4.	Microclimate measurement		
	<ul style="list-style-type: none"> • temperature 	1 measurement	100
	<ul style="list-style-type: none"> • relative air humidity 		100
	<ul style="list-style-type: none"> • lumination, UV 		100
	<ul style="list-style-type: none"> • absolute humidity of a document 		100
5.2.7.	Examination of biological condition of documents and premises		
	<ul style="list-style-type: none"> • microbiological analysis of walls and ceiling materials 	1 plating	675
	<ul style="list-style-type: none"> • microbiological analysis of documents 	1 book	675
7.2.6.	Expert opinion with appendices	1 item	2000 and more
7.2.7.	Consulting on preventive conservation	1 consultation	600
7.3.	Restoration (price of the work depends on current condition of a document)		
7.3.1.	Binding separation from a block	1 book	200 and more

7.3.2.	Pagination checking or control pagination	1 book	100 and more
7.3.3.	Choice of restoration method. Identification of paper acidity, ink flow of text, notes, stamps, illustrations.	1 book	600 and more
7.3.4.	Mechanical glue removal from the spines of notebooks	1 book	400 and more
7.3.5.	Book unbinding into separate notebooks	1 book	600 and more
7.3.6.	Mechanical cleaning of pages	1 p	10 and more
7.3.7.	Removal of the previous restoration (stickers, tape, silicate glue)	1 p	200 and more
7.3.8.	Stain chemical processing, leak removal	sheet	200 and more
7.3.9.	Washing using running and distilled water	sheet	10 and more
7.3.10.	Manual sheet neutralization	sheet	20 and more
7.3.11.	Restoration of block sheets		
7.3.12.	Mechanical sheet completion, manual sheet completion, replenishment of lost parts of a sheet by splice and superposition methods	1 sheet	from 50 to 600
7.3.13.	Restoration of illustrations	1 A4 sheet	1400 and more
7.3.14.	Notebook assembly (compacting, cutting in sheet boards after restoration, toning, assembling)	1 book	1000 and more
7.3.15.	Binding restoration - agreed price		
	Modern binding restoration	1 book	200 and more
	Half-leather binding restoration	1 book	5500 and more
	Leather binding restoration	1 book	5500 and more
	Restoration of leather binding in planks and locks	1 book	15000 and more
8.	Document copying, scanning, printing, including documents from the stocks of the Research Library (in compliance with the Civil Code of Russia (part 4, chapter 70, "Copyright"); "Copying and Scanning Guidelines at the Research Library of TSU")		
8.1.	Document copying		
8.1.1.	Simplex copying	1 A4 sheet 1 A3 sheet	3 6
8.1.2.	Duplex copying	1 A4 sheet 1 A3 sheet	5 10
8.2.	Scanning documents		
8.2.1.	Scanning documents with or without text recognition - pdf, jpg file format, up to 300 dpi	1 A4 page 1 A3 page	8/10 10/12
8.2.2.	Scanning photodocuments, up to 300 dpi, jpg, tif file format - 300 - 600 dpi	1 A5 page 1 A4 page 1 A3 page	15 25 40
8.2.3.	Simple scanning: editions published later than 1950, hardcover, good condition		
8.2.4.	Scanning documents, RGB image, jpg, tif, pdf file format (no cropping) - up to 300 dpi	1 A4 page 1 B4 page 1 A3 page 1 B3 page 1 A2 page 1 B2 page 1 A1 page	10 15 20 30 40 80 100

8.2.5.	Scanning documents, RGB image, jpg, tif, pdf file format (no cropping) - 300-600 dpi	1 A4 page 1 B4 page 1 A3 page 1 B3 page 1 A2 page 1 B2 page 1 A1 page	12 18 24 36 48 80 100
8.2.6.	Scanning documents, RGB image, jpg, tif, pdf file format - up to A3, 600-900 dpi	1 A4 page 1 B4 page 1 A3 page	100 150 200
8.2.7.	Scanning unbound newspapers	1 A4 page 1 A3 page 1 A2 page 1 A1 page	15 35 70 115
8.2.8.	Scanning bound newspapers	1 A4 page 1 A3 page 1 A2 page 1 A1 page	20 45 90 125
8.2.9.	Scanning rare books and cartographic and illustrative items	1 item	agreed price
8.2.10.	Complex scanning: documents classified as rare books and most valuable movable assets		
8.2.11.	Scanning documents, RGB image, jpg, tif pdf file format - up to 300 dpi	1 A4 page 1 B4 page 1 A3 page 1 B3 page 1 A2 page 1 B2 page 1 A1 page	40 60 80 120 160 240 320
8.2.12.	Scanning documents, RGB image, jpg, tif, pdf file format - 300-600 dpi	1 A4 page 1 B4 page 1 A3 page 1 B3 page 1 A2 page 1 B2 page 1 A1 page	80 120 160 240 320 480 640
8.2.13.	Scanning unbound newspapers	1 A4 page 1 A3 page 1 A2 page 1 A1 page	40 80 160 320
8.2.14.	Scanning bound newspapers	1 A4 page 1 A3 page 1 A2 page 1 A1 page	45 90 180 360
8.3.	Printing		
8.1.3.	Black and white laser printing	1 A4 sheet up to 50 sheets 51 to 100 sheets over 100 sheets	3 2.50 2
8.3.2.	Colour laser printing	1 A4 sheet 1 A3 sheet	15 25
9.	Preparing and making a layout of candidate's or doctoral thesis		
9.1	Preparing and making a layout of candidate's thesis	1 layout	700
9.2	Preparing and making a layout of candidate's thesis that includes diagrams, tables and other reference materials	1 layout	1000

9.3	Preparing and making a layout of a doctoral thesis	1 layout	1000
9.4	Preparing and making a layout of a doctoral thesis that includes diagrams, tables and other reference materials	1 layout	1300
10.	Barcode printing for libraries	1 barcode	2,32 inc. VAT
11.	Arrangement and support of cultural, educational, and academic activities jointly with third parties (free for TSU)		
11.1.	Big Conference-Hall	1 hour	5000 and more
11.2.	Small Conference-Hall		3000 and more
11.3.	Research Commons study rooms, German and English reading rooms		700 and more
11.4.	Presentation Room		1200 and more
11.5.	Engagement of technical experts from 6pm till 10pm, on days off for TSU students and staff	1 hour	600
12.	Arrangement of showcases and other ad promotions at the library facilities	1 day	1000
13.	Photoshoots (including weddings)	1 hour	1000
14.	Video streaming (plasma display)		agreed price
15.	Enhanced working environment		
15.1.	Provision of laptops/tablets for use in the Library	1 hour	25
15.2.	Booking an individual work room at the Research Commons	1 hour	50