

APPROVED  
by the decree no 12  
of the Director of the Library  
on 07. July 2021

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

### User registration

Information desk, telephone +372 6659 439

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

### Copy and Print Services

Information desk, telephone +372 6659 439

Service	Unit	Price in Euros, incl VAT
Copy (A4, B/W, one side / double sided)*	page	0.10 / 0.19
Copy (A4, colour, one side / double sided)*	page	0.60 / 1.19
Copy (A3, B/W, one side / double sided)*	page	0.17 / 0.33
Copy (A3, colour, 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, colour, one side / double sided)**	page	0.60 / 1.19
Printout (A3, B/W, one side / double sided)**	page	0.17 / 0.33
Printout (A3, colour, one side / double sided)**	page	1.20 / 2.39

\* 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

Peeter Kondratjev, IT manager, tel +372 6659 410, [peeter.kondratjev@tlulib.ee](mailto:peeter.kondratjev@tlulib.ee)

Service	Unit	Price in Euros, incl VAT
The scan of the whole book (PDF output)	page	0.18

## Self-service Copy, Print and Scan

(OVERALL print account needed)

Service	Unit	Price in Euros, incl VAT
Copy and print (A4, B/W, one side / double sided)	page	0.05 / 0.10
Copy and print (A4, colour, one side / double sided)	page	0.32 / 0.64
Copy and print (A3, B/W, one side / double sided)	page	0.10 / 0.20
Copy and print (A3, colour, one side / double sided)	page	0.64 / 1.30
Scan (A4)	page	0.06
Scan (A3)	page	0.06

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

Information desk, telephone +372 6659 439

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)

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

Service	Unit	Price in Euros, incl VAT
Seminar room 'Uno'*	day	50.00
Museum room*	day	25.00
3rd floor seminar room	day	20.00
Technical support during an event	hour	12.00

\* Includes the possibility to use presentation equipment.

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

Sigrid Mandre, the head of subject librarians, telephone +372 6409 184,  
[sigrid.mandre@tlulib.ee](mailto:sigrid.mandre@tlulib.ee)

Service	Unit	Price in Euros, incl VAT
Computer classroom rental	day	100.00
Technical support	hour	12.00

## Database Training

Sigrid Mandre, the head of subject librarians, telephone +372 6409 184,  
[sigrid.mandre@tlulib.ee](mailto:sigrid.mandre@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

## Inter-Library 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)	page	0.60
Copy by international order (for others)	page	0.80
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	14.00
Book order from EU member states (for others)	volume	16.00
Other international book orders	volume	32.00
Book order in Estonia (for the Tallinn University students and staff)	volume	5.00
Book order in Estonia (for others)	volume	6.00
Printouts from the Academic Library databases, copying from the Academic Library journals	page	0.30
Article delivery to e-mail from the Library databases	page	0.30
Finding materials, scanning and e-mailing	page	0.60

## Book Delivery Service\*

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

Service	Unit	Price in Euros, incl VAT
Delivery in Tallinn	up to 1 kg	5.39
	up to 1–3 kg	5.74
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	6.19
	up to 1–3 kg	6.54
Delivery in Narva, Kohtla-Järve, Sillamäe, Põltsamaa, Jõgeva, Elva, Põlva, Võru, Otepää, Valga, Türi, Paide, Märjamaa, Rapla, Haapsalu, Kärdla, Kuressaare	up to 1 kg	6.80
	up to 1–3 kg	7.20
Delivery elsewhere in Estonia	up to 1 kg	7.77
	up to 1–3 kg	8.27

\* Prices according to the Eesti Post / Omniva.

## Exhibitions

Harry Liivrand, Exhibition Curator, telephone +372 6659 411, [harry.liivrand@tlulib.ee](mailto:harry.liivrand@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)

Harry Liivrand, Exhibition Curator, telephone +372 6659 411, [harry.liivrand@tlulib.ee](mailto:harry.liivrand@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**

Jaana Tõnisson, PR officer, telephone +372 6659 414, [jaana.tonisson@tlulib.ee](mailto:jaana.tonisson@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 officer – for non-profit*	hour	free
Taking photos, shooting film and TV, pre-arranged with the PR officer – for businesses*	hour	25.00

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

## **Fee for the loss of the cloakroom number or the locker key**

Information desk, telephone +372 6659 439

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