

PRICE LIST FOR SERVICES

Valid as of 1 September 2010. Revised and updated in August 2010.

Invoicing expenses are included in the prices. Invoices may also be paid at the Library's cash desk. The delivery time for copies and other orders is three working days, unless otherwise agreed.



HELKA FEES (VAT at 0%)	
Reservation fee	€ 0
Fee for an overdue loan	€ 0.30/volume/day, maximum charge for overdue loans € 4.20/volume
Fee for an uncollected reservation	€ 2
Replacement of a lost Helka card	€ 5
Replacement of a lost item	€ 80 or as invoiced

SERVICES FOR INDIVIDUAL CUSTOMERS	
Loans and photocopies from other libraries (VAT at 0%)	
Book loan from the Repository Library	No charge
Paper copies from the Repository Library	No charge
Book loans from Finland and the Nordic countries	€ 13
Book loans from other countries	€ 28
Copies from other libraries	€ 10/1–20 pages, € 20/21–40 pages, € 30/41–60 pages
Reproductions from the National Library's collections	
Paper copies (VAT at 0%)	
Paper copies (black and white)	€ 4 + € 0.40/page <i>e.g., € 4.40/1 page, € 4.80/2 pages, € 5.20/3 pages</i>
Paper copies (colour)	€ 2 (A4), € 3 (A3)
Paper copies from microfilm	€ 2 (A4), € 3 (A3)
Printouts (from the Web Archive, etc.), black and white	€ 0.20 (A4)
Posting of copies in Finland	€ 5
Posting of copies to other countries	€ 10
Digital copies (VAT at 23% included in the price)	
Digital copies (maximum size of the original: A3), scanning includes the CD	€ 23/scanning
Additional charge for DVD copying	€ 10/disk
Copy from the Web Archive	€ 10
Delivery by email	€ 5
Posting of a CD/DVD in Finland	€ 5
Posting of a CD/DVD to other countries	€ 10

Image processing	€ 45/hour (incl. VAT)
Digitisation of sound recordings	€ 45/hour (incl. VAT)
Paper prints from a digital image <ul style="list-style-type: none"> • matte A4 • glossy A4 • matte A3 • glossy A3 • colour copy on a transparency • special sizes (A1–A2) according to agreement 	€ 6 € 8 € 12 € 14 € 6/transparency E.g., A2 size document paper, starting from € 28
Material subject to copyright cannot be digitised without the permission of the copyright holder. Mass digitisation (more than 10 scanings) and the scanning of material larger than size A3 will be done by the Centre for Microfilming and Conservation in Mikkeli according to a separate price list.	

Images (VAT at 23% included in the price)	
The Library has a collection of images. <ul style="list-style-type: none"> • poster A2 (cardboard) • poster A1 (document paper) Poster ordered from the collection of images (delivery time 2–3 working days) The price includes a cover case.	€ 28 € 28 € 43
Use of the imaging room Supervision of photographing	€ 33/hour (incl. VAT) € 30/hour (incl. VAT)
Information Service (VAT at 23% included in the price)	
Topic-specific information search (including images and maps) with a reasonable number of printouts	€ 45/hour (incl. VAT)
Facilities (available during the Library's opening hours)	
Research room	€ 24/m ² /month+VAT
Replacement of a lost locker key (VAT at 23% included in the price)	€ 43

SERVICES FOR LIBRARIES	
Loans for governmental and municipal libraries	€ 10
Loans for libraries other than governmental and municipal libraries	€ 20
Loans for libraries abroad	€ 25
Copies in Finland (PDF)	€ 4 + € 0.40/page
Copies to other countries (PDF)	€ 4 + € 0.40/page
Posting of copies in Finland	€ 5
Posting of copies to other countries	€ 10