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Library Fees and Charges

Effective February 1st, 2010.
(Par. III. updated March 1st, 2012; par. IV. updated July 1st, 2013; par. II. updated January 1st, 2014, I. updated June 29th, 2016)

According to paragraph 12, passage 9 of the Saxon Higher Education Act (Sächsisches Hochschulgesetz), the Saxon State and University Library Dresden (SLUB) has issued the following policy on library fees and charges.

I. Library Rules and Regulations

(1) Overdue Fines and Cleaning Fees

Media, Tools and Equipment

- Reminder e-mail 2 days before the end of the loan period: free of charge

- Overdue fine 1st/2nd calendar day after due date: € 1.00 per item
  Overdue fine 3rd-12th calendar day after due date: 1+2 = € 3.00 per item
  Overdue fine 13th-22nd calendar day after due date: 3+3 = € 6.00 per item
  Overdue fine 23rd-32nd calendar day after due date: 6+6 = € 12.00 per item
  After that, the fine increases every 10 days by: € 6.00 per item
  Maximum fine € 30.00 per item

- Borrowing privileges will be suspended, without further notice, once € 30.00 or more in fines have accrued on your library account.

Lockers and Study Carrels

- Fine for failure to clean out the carrel at the end of the rental period: € 10.00

- Cleaning fee, charged for lockers and study carrels which have not been vacated according to the terms of the rental agreement: € 10.00

(2) Interlibrary Loan Fees

Borrowable Media via Interlibrary Loan

- German and international interlibrary loans, fee per request: € 1.50
  Included in this fee is the charge for 20 copied pages (size DIN A4).
  Additional expenditures incurred by the lending library may be charged extra.

Document Delivery Services via Interlibrary Loan

- German Interlibrary Document Delivery
  Fees for more than 40 copied pages
  Fees calculated per request, per copied page
  DIN A4 € 0.10
  DIN A3 € 0.20

- International Interlibrary Document Delivery
  Fees for borrowing an item, to have it copied and returned to lending library (including delivery charges)
  Up to 40 copied pages, on paper or in electronic format: € 8.00
  For requests of more than 40 copied pages, fees per 40 pages over limit:
  DIN A4 € 4.00
  DIN A3 € 8.00

- Printed matter with a publication date before 1850 is not included in the 40-page limit policy. For these publications, please see the fees for digitization (II Services: Digitization Center).

(3) Fees for Research Services

- Written research assistance, fee per hour: € 45.00
  Minimum fee for research assistance: € 15.00

- Any charges incurred by external research assistance services will be charged in addition to these fees.

(4) Fines for Lost or Damaged Items

- Fine for lost or damaged library property, per item: € 15.00

- Fine for lost key or key card for library lockers and/or study carrels: € 15.00

- Fine for replacement library user's card: € 5.00

- Actual costs for replacing lost, damaged or destroyed library property will be charged additionally to these fees.
  In addition, costs for a locksmith's services to repair or replace locks on lockers and/or study carrels will also be charged.

(5) Processing Fees

- Non-refundable processing fee for invoice/notification of fees incurred: € 5.00

(6) Address Identification

Occasionally, the SLUB administration is forced to resort to contacting the registration office to verify a user's address information, in order to send a notification or an invoice regarding fees and fines which the library user has incurred. In such cases, all charges involved in this procedure will be passed onto the library user at fault..

(7) Delinquent Library Users

Library users who owe € 30.00 or more or who have not paid their fines for more than three months will lose their borrowing privileges. Their user account will be suspended without further notice.
The suspension will remain valid until the fines owed are paid in full, or until the debt incurred is less than € 30.00.

(8) Reimbursement

Expenditures which the library has incurred on behalf of the library user (for example, shipping and delivery costs), or which have incurred as a result of services requested by the library user, will be charged to the party responsible for their incurrence.

(9) Nonpayment or Late Payment

In the case of failure to pay upon receiving notice from the library, all fines, fees and administrative and enforcement costs will be charged, according to the guidelines defined by the authorities of the State of Saxony for debt-collection execution proceedings.

(10) Deferral, Abatement, Waiver

It is possible, upon request by the library user, to have fees, fines and administrative charges waived, reduced or payment deferred, if the payment of such fees would impose an exceptional or extraordinary hardship upon the citizen, according to the terms defined in paragraph 59 of the Saxony State Budget Act.

(11) Delivery Service Fees for TU Dresden Staff

- Fee for Digital copy (PDF) of journal articles and partial copies of books per document € 6.00

II. Services: Digitization Center

The SLUB's Digital Collections, including the image database of the Deutsche Fotothek, are accessible online for non-commercial use. This service is free of charge. For personal and scientific use, high-resolution media can be downloaded at no charge.

For all additional services, the following fees will be charged:

(1) Provision Fees

Costs of having microforms belonging to the SLUB Dresden (for example, microfilm reels, microfiche) duplicated by external services will be charged to the library user. It is only possible to have complete rolls, reels or sheets duplicated.

The minimum order value amounts to 5.00 €. Fees for packaging and shipping will be charged additionally. As appropriate and after prior consultation, costs incurred by external services concerning the provision of image material will be charged in addition to these fees. Usage

charges, as listed under pararaph II.02 (Usage Charges), are not included in the provision fees.

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Provision of textual media (prints, manuscripts) and sheet music

Minimum fee for digital copies, includes 10 digital copies:	€ 5.00
Fee for each additional digital copy (single sheet or microform)	€ 0.30

Prints

Minimum fee for re-enlargement of microforms (Reader Printer), incl. 10 re-enlargements (size A4) or 5 re-enlargements (size A3):	€ 5.00
Fee for each additional re-enlargement (size A4):	€ 0.30
Fee for each additional re-enlargement (size A3):	€ 0.70

Provision of high-resolution digital reproductions

Rush orders (within 24hours) will be charged with a surcharge of 100%.

TIFF file (300 dpi, high resolution)	**Standard**	**High End***
9 x 12 cm	€ 4.00	€ 8.00
13 x 18 cm	€ 6.00	€ 12.00
18 x 24 cm	€ 9.00	€ 15.00
24 x 30 cm	€ 12.00	€ 20.00
30 x 40 cm	€ 20.00	€ 30.00
40 x 50 cm	€ 25.00	€ 40.00
50 x 60 cm	€ 40.00	€ 50.00
60 x 80 cm	€ 50.00	€ 60.00
70 x 100 cm	€ 60.00	€ 70.00

Other formats available upon request

*tonal value optimized, retouching

Image Processing

Additional image processing upon request (e.g. crop images, composing)	
Basic charge for every 30 minutes	€ 35.00

Data Carrier (CD, DVD)	
Provision per item/ data carrier (CD,DVD)	€ 3.00

Prints (manually created prints, enlargements, exposure)

Provision per item	
9 x 12 cm	€ 4.00
13 x 18 cm	€ 6.00
18 x 24 cm	€ 9.00
24 x 30 cm	€ 12.00
30 x 40 cm	€ 20.00

40 x 50 cm	€ 25.00
50 x 60 cm	€ 40.00
60 x 80 cm	€ 50.00

Other formats and special orders: upon request
Prices may vary according to specialist laboratories
Baryta Paper/specialty paper toning according to prior consultation

Quantity discount for the provision of high resolution digital reproductions
provision of more than 10 sheets of the same title: 50% discount
provision of more than 25 sheets of the same title: 60% discount
provision of more than 50 sheets of the same title: 70% discount
provision of more than 100 sheets of the same title: 80% discount

(2) Usage Charges

The use of textual and visual media is fee-based and subject to approval. Free of charge are our digital objects provided by the Deutsche Fotothek (reduced quality) - they are licensed under the Creative Commons License CC-BY-SA 3.0. You are allowed to reproduce and distribute the content, to adapt and build upon the material for different purposes, as long as you credit the SLUB as source and license your new creations under the identical terms.

Use of individual images in academic publications with an edition of less than 1,000 copies shall also be free of charge.

As soon as digital objects are published in printed matter or other offline media, the customer is to deliver a specimen copy unsolicitedly. The images in questions are to be marked. According to § 26 of the German law on publishing rights, the SLUB holds the right to purchase further copies at a preferential price.

In case of online use the URL is to be sent to deutsche.fotothek@slub-dresden.

Media center services are excluded from the usage charges stated above. They are listed seperately under item III.

When publishing textual media and music sheets of the SLUB stock, the source must be indicated in the following way:

SLUB, signature, if applicable PURL

Images from the stock of the Deutsche Fotothek must be indicated as followed:

SLUB/Deutsche Fotothek, name of photographer

Customers are liable for the use of images as stated in general terms and conditions.

Please note, also third party copyrights may apply. The customer is to preserve these rights (e.g. copyright of a reproduced piece of arts, personal rights, proprietary rights of collections, brand law).

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Usage Charges

Charges for publication in books (E-Books: +50 %), CD and DVD

Books, CD, DVD	up to 1/4 page	up to 1/2 page	up to 1/1 page
up to 3.000 copies	25,00 €	30,00 €	40,00 €
up to 10.000 copies	30,00 €	35,00 €	45,00 €
up to 50.000 copies	35,00 €	40,00 €	55,00 €
	up to 2/1 pages	**Title**	
up to 3.000 copies	50,00 €	120,00 €	
up to 10.000 copies	60,00 €	150,00 €	
up to 50.000 copies	80,00 €	200,00 €	

Newspapers	up to 2 columns	up to 4 columns	Lead story	Title
up to 50.000 copies	25,00 €	30,00 €	40,00 €	80,00 €
up to 100.000 copies	30,00 €	40,00 €	60,00 €	100,00 €
up to 250.000 copies	35,00 €	45,00 €	70,00 €	120,00 €
up to 500.000 copies	40,00 €	50,00 €	80,00 €	140,00 €

Brochures	up to 1/4 page	up to 1/2 page	up to 1/1 page
up to 2000 copies up	20,00 €	30,00 €	35,00 €
to 10.000 copies up	30,00 €	40,00 €	50,00 €
to 100.000 copies up	50,00 €	70,00 €	100,00 €
to 500.000 copies	60,00 €	80,00 €	140,00 €
	up to 2/1 pages	**Title**	
up to 2000 copies	50,00 €	100,00 €	
up to 10.000 copies	80,00 €	180,00 €	
up to 100.000 copies	150,00 €	250,00 €	
up to 500.000 copies	250,00 €	300,00 €	

Commercial calendars	
up to 1.000 copies	20,00 €
up to 2.000 copies	40,00 €
up to 5.000 copies	80,00 €
up to 10.000 copies	100,00 €
up to 50.000 copies	150,00 €
more than 50.000 copies	175,00 €

Internet	
1 month	30,00 €
6 months	100,00 €
1 year	150,00 €

3 years	200,00 €
Apps	50,00 €
Television, editorial purposes	
one-off TV broadcast	35,00 €
extended rights for multiple broadcasts	
German-speaking TV-rights 5 years	100,00 €
global TV-rights 5 years	200,00 €
film, videos, slide series	
regardless of number of copies	100,00 €

Exhibitions	
up to 6 months	20,00 €
permanent/ travelling exhibition up to 3 years	30,00 €
international exhibition up to 3 years	40,00 €

Advertising Media (posters, cardboard packaging, stickers)	
up to 2000 copies	175,00 €
up to 5.000 copies	300,00 €
up to 10.000 copies	500,00 €
more than 10.000 copies	700,00 €
Other forms of advertisement upon request	

(3) Discount on Usage Charges

- In case multiple images are published within one publication quantity discount is granted as follows:
  a) from 20 images: 20%
  b) from 50 images: 30%
- In case multiple images of the same title/signature are published within one publication quantity discount is granted as follows:
  a) more than 5 pages of the same title: 25% discount b)
  more than 10 pages of the same title: 50% discount c)
  more than 25 pages of the same title: 60% discount d)
  more than 50 pages of the same title: 70% discount e)
  more than 100 pages of the same title: 80% discount
- Reprints and facsimiles are subject to quantity discounts and usage charges as stated above, in case provision charges as stated in II.01 do not exceed 12% of the total of number of copies x net retail prices. Otherwise the last mentioned sum applies.
- Multiple Use: In case of reissuing of printed works, films and all digital reproductions, fees amount to 50%, for licensed editions of printed works 75%, of primary charges.

  Discounts cannot be added up.

Other Provisions

- All fees and charges apply plus proportional costs for packaging and dispatch
- Dispatch abroad only upon prior payment
- A surcharge of 100% of usage charges as stated under II.02 is raised for printed works in case of worldwide use
- Research: Research exceeding the normal level is charged at the rate of 10,00 Euro per 20 minutes
- Banking charges and expenses are to be paid by the customer.
- Images are provided as specified. The customer is liable to usage as per agreement only. Copy and/or propriety rights remain with the SLUB.
- Images may not be reproduced, duplicated, archived, altered or used in any other way outside the agreed purpose of usage. It is not permitted to transfer material to third parties for further usage.
- The customer is liable to preserve third party rights (copyrights, personal rights).
- The SLUB accepts orders or commissions under reserve and is authorized to defer or reject them. If applicable alter them after consultation.
- Further, the SLUB only accepts orders under the reserve that the originals are of the necessary quality or image resolution for the required service.
- Services not listed in these regulations require prior written agreement.
- Further details apply as stated in the general terms and conditions of the German Photographic Collection.

III. Services: Media Center

(1) Fees for Providing Audiovisual Media

For all services listed here, the following fees will be charged. Extra costs for packaging and/or shipping will be charged additionally.

If the duplication of the requested audiovisual media requires the services of a third-party provider, the library user will be notified and given the chance to decide if he/she is willing to pay the additional costs involved.

The fees listed under III.02. (Fees for Using Audiovisual Media) are not included in the fees incurred for the duplication of audiovisual media.

In the case of further publication or distribution, all audiovisual media resources belonging to the Media Center collection are to be identified as follows:

SLUB/Mediathek

Upon publication or distribution, the Media Center must be notified and provided with a copy of the production. Library users are responsible for adhering to all regulations governing use of audiovisual materials, for example international copyright laws. In the case of reproduction, the user is required to follow the guidelines governing copyright protection and personal rights. Please note that the user (and not the SLUB Dresden) is responsible for attaining permission from all third parties involved before using audiovisual media.

(a) Audio data (compressed) for private or academic use
(a separate fee will be charged for each item)

Fee for using digital media, per 15 minutes run-time:	5,00 €
Fee for using analog media, per 15 minutes run-time:	9,00 €
Fee for using audio data (uncompressed), for radio or commercial use Digital / analog, per 15 minutes run-time:	12,00 €

(b) Video data (compressed) for private or academic use
(a separate fee will be charged for each item)

Fee for using video data, per 15 minutes run-time:	5,00 €
Fee for using video data (uncompressed), for tv or commercial use Per 15 minutes run-time:	10,00 €
Charge for blank data storage media (CD/DVD), per item	3,00 €
Special formats: upon requests, costs will be individually calculated	

(2) Fees for Using Audiovisual Media

Fees will be charged as follows, for one-time use (radio, film, television and other electronic media) of audiovisual resources belonging to the Media Center:

- For reporting on current events: 50,00 €
- For cultural and academic documentation: 75,00 €
- For motion pictures and commercial use: 300,00 €

IV. Further Library Services

Renting of Central Library Rooms

In the SLUB's central library building (Zellescher Weg 18), the auditorium, the Talleyrand room and the entrance hall on level +1 can be rented for hosting events.

Use of technical equipment for presentations (projector, screen, flip chart) as well as the available sound technology are included. Charges also include operating expenses.

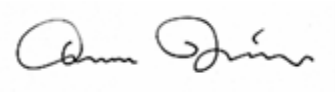
- Auditorium (Facilities include seating for 200, cloak room, sound technology, and technical equipment for presentations as listed above)
  - per hour 200,00 €
  - per day 1200,00 €
- Entrance hall by the auditorium, Level +1 150,00 €
- Talleyrand room (Facilities include seating for 25, technical equipment for presentations)
  - per hour 50,00 €
  - per day 200,00 €

- Additional Service

Fee for contact person until 5 p.m. included	
Fee for contact person from 5 p.m. and on weekends (per hour)	40,00 €
Fee for technical assistance, SLUB personnel (per hour)	50,00 €
Fee for external technical assistance (per hour)	40,00 €

For cultural and academic events, further discounts are available upon request. All costs incurred for necessary repairs or cleaning (i.e. waste removal) will be passed on to the user (customer).

The use of external technical equipment is subject to approval. Please contact Mrs Ahlers Bergner (E-mail: Ramona.Ahlers-Bergner@slub-dresden.de, Tel.: +49 351 4677 126, Fax.: +49 351 4677 111).



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