

## FEES FOR SCANNING DOCUMENTS FROM THE SPECIAL COLLECTIONS 2016-2017

Approved by the Board of Directors on 22.09.2016

Nr.	Document	Price
1.	Prints	6 lei/page
2.	Manuscripts	12 lei/page
3.	Maps, Stamps,	-15(A4)
	Illustrations,	-20(A3)
	Photographs	-25(A0)

## **Specifications**

- 1. For Manuscripts or old books with over 30 pages, the fee doubles.
- 2. For editing or reproduction services, a negotiable fee applies, starting from 10 euro/image/page in exchange for files in high quality TIFF format.
- 3. For partner institutions, the library management reserves the right to establish the conditions for copying and for the delivery of solicited documents.
- 4. If a request is made with the purpose of scanning documents for study/research (Not publication), the scanning will be done in a low resolution PDF format. In the case of documents that contain Latin characters, text extraction will be done. The library watermark will be applied (visibly) for every PDF and an editing, printing or copying restriction will be applied.
- 5. Solicitations from the Special Collections Fund that require documentation from the specialized personnel will be charged with an extra fee of 20 lei/hour.
- 6. Saving data on CD, USB, or delivering data via e-mail, or post office will be charged with 5 lei. When sending data via post office, the solicitor will also pay the post office fees; sending data to a foreign country will be charged with a minimum of 8 Euros.
- 7. A 20% discount will be applied to readers with a library card.
- 8. The employees of CUL Cluj and the teaching personnel of U.B.B. may scan a maximum of 25 pages from the Special Collection Fund for free for a year.
- 9. The period of execution for scanning solicitations depends on the activity of the Digitalization Laboratory.

Fees can be paid either at the pay desk of the institution (Accounting, central building BCU Cluj) or in one of the following accounts:

Currency: LEI. Account opened at the Treasury of the Municipality of Cluj, nr. 50035105695, cod fiscal 5105695, Cod IBAN: RO34TREZ21620E335000XXXX

Currency: EURO. Account opened at BCR Cluj branch, Str. Bariţiu nr. 10-12, cont: 2511.A01.0.2661195.0.106.EUR.3, SWIFT: RNCB RO BU, cod IBAN: RO31RNCB0106026611950003 Currency: USD. Account opened at BCR-Cluj branch, Str. Bariţiu nr. 10-12, cont: 2511.A01.0.2661195.0.106.USD.2, SWIFT: RNCB RO BU, cod IBAN: RO58RNCB0106026611950002

