

Ibero-American Institute  
- Prussian Cultural Heritage -

Scale of Fees

from July 1, 2013

This information is provided in other languages solely for convenience. The German version remains authoritative.

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## **SCALE OF FEES**

Based on the terms of usage of the Ibero-American Institute from July 1, 2013 the following scale of fees is issued:

### **§ 1 Usage fee**

(§ 3, par. 1 and § 4, par. 2-3 Terms of usage)

The following usage fees will be charged:

For all private individuals

€ 30.00 for the annual card for loaning out (library card)

€ 12.00 for the annual card for the reading room (reading room card)

For recipients of ALG II and social welfare and for holders of a volunteer card from Berlin or Brandenburg (Ehrenamtskarte):

€ 10.00 for the annual card for loaning out (library card)

€ 4.00 for the annual card for the reading room (reading room card)

For all other user groups as defined in § 2 No. 1 of the user regulations the fee for the annual card for loaning out is € 120,00, for the annual card for the reading room it is € 48,00.

If the user has and shows a valid fee-based annual card, which allows him/her to loan out books from another library of the Prussian Cultural Heritage Foundation, he/she will receive a library card from the Institute for the same time period insofar as all conditions for permission to loan out books as per the Institute terms of usage have been met. Fees may not be offset.

### **§ 2 Issuing a replacement card**

(§ 4, par. 11 terms of usage)

A service fee of € 10.00 will be charged for a replacement card.

### **§ 3 Loss of a loose data medium**

(§ 11, par. 10 terms of usage)

A service fee of € 10.00 will be charged in the event of a lost loose data medium.

### **§ 4 Lockers**

(§ 5, par. 4 terms of usage)

If the key to a locker is lost a service fee of € 30.00 will be charged.

### **§ 5 Fees for special usage**

(§ 12, par. 1 terms of usage)

Fees for special usage will be charged when loans are overdue or when a request to return loans is not met. A special usage fee of € 1.00 per loaned item per commenced calendar week will be charged.

**§ 6 Notification of charges, notification of objection and enforced collection procedure**  
(§ 12, par. 1-4 and § 25 terms of usage)

1. An administrative fee of € 30.00 will be charged for issuing a notice of performance.
2. An administrative fee of € 70.00 will be charged for issuing a notice of objection.
3. Accumulating administrative fees will be charged for the initiation of an enforced collection procedure. They consist of:
  - for issuing a notice of performance € 30.00
  - for assessment of a fine per volume (second notice of performance) € 30.00
  - for the initiation of enforcement € 50.00

**§ 7 Loss of or damage to works**  
(§ 5, par. 8 - 9 and § 12, par. 1 terms of usage)

1. The user will be charged the following in the event of lost or damaged works.
  - Administrative fees of € 35.00
  - Replacement costs (mainly in the event of loss) at the market value or antique value at the time of replacement. If an original work cannot be replaced the cost of a replacement copy and bookbinding will be charged.
2. For a damaged work that does not need to be replaced the user will be charged the following:
  - Repair costs based on time and effort, at least € 10.00
  - and/or value reduction to the amount of the assessed damage, at least € 10.00

**§ 8 Reserving and notification**  
(§ 13, par. 5 terms of usage)

1. When items are reserved the user's account is charged € 1 per volume.
2. The user will be charged postage for notifications sent by mail.

**§9 Inter-library loans (inter-library lending)**  
(§ 19 terms of usage)

1. For inter-library loans within Germany the regulations of the inter-library loan code apply. If reprographic works are requested that exceed the limits of the flat rates in the inter-library loan code, the determined rates apply.
2. In international loans for the lending of one returnable medium or the delivery for retention of up to 20 direct copies/microfilm images, 10 re-enlargements by reader-printer or 10 microfiches the following will be charged:
  - 1 IFLA voucher or
  - € 8.00 when billed

If the rate is exceeded the number of vouchers charged will be increased or additional items will be billed according to the applicable rates.

Postage and packaging costs will be added when mailing to destinations outside of Europe.

3. For German and international inter-library loans the following rates will be charged for delivery by fax:
  - Germany and European countries € 4.00
  - other countries € 8.00

**§ 10 Loans from other libraries (inter-library borrowing)**  
(§ 20 terms of usage)

1. For orders in German or international inter-library loans there is a token charge of € 1.50 per order.
2. The user will be billed for unusual costs in German inter-library lending (e.g. special insurance), if he/she has agreed to them.
3. The user will be charged for international inter-library lending costs that are billed to the Ibero-American Institute.

**§ 11 Reproductions**  
(§ 22 terms of usage)

There are fees and administrative costs for reproductions ordered by users. These will be published in an appropriate form. Orders from outside will be charged for postage and packaging.

**§ 12 Direct delivery of documents**  
(§ 23 terms of usage)

For materials ordered by a user, which are delivered directly to the user, a fee will be charged, which will be published in an appropriate form.

**§ 13 Mobile book shelves**  
(§ 14, par. 4 terms of usage)

A fee of € 10.00 will be charged for the use of a mobile book shelf for 6 months.

**§ 14 Legal validity**

This scale of fees was determined for the Ibero-American Institute - Prussian Cultural Heritage on June 18, 2013 by the Board of Trustees of the Prussian Cultural Heritage Foundation and it comes into force on July 1, 2013. I hereby disclose the preceding scale of fees.

Berlin, July 1, 2013

Ibero-American Institute  
Prussian Cultural Heritage  
The director  
Signed Dr. Barbara Göbel