**Appendix No. 4**

**The List of Fees**

This List of Fees and Fines is an appendix to the CU Library and Circulation Rules.

|  |  |
| --- | --- |
| Overdue fines per document according to the Uniform Loan Rules | 3 CZK/1 day |
|  | 50 CZK/1 day |
|  | 100 CZK/1 day |
| 1st,2nd and 3rd reminder notice sent by e-mail | free |
| Sending a reminder notice by post | *According to the current list of fees of the Czech Post + service charge* 15 CZK |
| 4th reminder notice sent by registered mail | 250 CZK (service charges) |
| Letter before action | Fees for one legal act under s. 7 of the Regulation on Lawyers’ Fees |
| Preparation before action | 200 CZK /1 document |
| Processing a replacement for lost material | 50 CZK/1 document |
| Loss of or damage to the bar code or RFID chip | 20 CZK |
| Black and white copy of one page of a replaced document | 2 CZK |
| Binding of a replaced document | 250CZK |
| Loss of or damage to a borrowed electronic device | Up to the acquisition price of the device |
| ILS and IILS | According to the current lists of fees or service providers |

Some other services may be charged according to the operational rules of individual sectional libraries.