Information Centre
for Life Sciences

ZB MED

Annex to § 2 (1)
Scale of Fees and Charges

Valid from 1 January 2017

ZB MED – Information Centre for Life Sciences

1. Interlibrary loan charges

1.1. Ordering items through the interlibrary loan system

The loan of items and the payment of any fees shall be subject to the terms of the German interlibrary loan regulations applicable in each case as well as to international agreements and the specific terms and conditions of the lending library. Charges shall apply for each individual article from a journal or book and for each item sent.

1.1.1. Handling charge

The handling charge is 1.50 euros per order.
The handling charge shall apply in all cases, regardless of whether the ordered item was successfully obtained or not.
In cases where notification is sent by post, the postal charges incurred by ZB MED shall apply for each notification letter in addition to the handling charge.

1.1.2. International interlibrary loans

If the ordered item is successfully acquired and delivered through the international interlibrary loan system, the end user shall also be liable for payment of any fees charged by the library that owns the item. These fees shall be payable in addition to the handling charge.

1.2. Provision of items through the interlibrary loan system

The ZB MED foundation makes items from its holdings available through the interlibrary loan system. This is carried out in accordance with the terms of the German interlibrary loan regulations applicable in each case, the licence agreement applicable in each case, and the terms and conditions of ZB MED's library regulations.

1.2.1. Interlibrary loans within Germany

ZB MED does not charge any fees for supplying items through the interlibrary loan system within Germany.

1.2.2. Provision of items within Europe

The provision of items within Europe is subject to a charge of 8 euros or 1 full IFLA voucher.

1.2.3. Provision of items outside Europe

The provision of items to libraries outside Europe is subject to a charge of 16 euros or 2 full IFLA vouchers.

1.3. Special arrangements for the provision of ebooks through the interlibrary loan system

ZB MED shall charge a fee of 1.50 euros for providing ebooks to other libraries through the interlibrary loan system within Germany.

2. Library card

Requests made in person at the ZB MED foundation's site in Cologne are free of charge on presentation of a library card.

3. Overdue fines, lost items, replacement library card

3.1. Overdue fines

Any items returned after the end of the loan period shall be subject to an overdue fine. Fines are payable from the first day following the end of the loan period.

The following charges shall be levied per item:

€ 2 if the loan period is exceeded by up to 10 calendar days (1st overdue period)
€ 5 if the loan period is exceeded by up to 20 calendar days (2nd overdue period)
€ 10 if the loan period is exceeded by up to 30 calendar days (3rd overdue period)
€ 20 from the 31st calendar day by which the loan period is exceeded (4th overdue period)

3.2. Loss, damage or failure to return items

In the event of loss, damage or failure to return items or parts of items, an administrative fee of 25 euros shall be levied in addition to the charges for repairing or replacing the item.

This administrative fee shall be reduced to 15 euros if the user provides the library with a suitable replacement themselves.

3.3. Replacement library card

The issuing of a replacement library card shall incur an administrative fee of 10 euros.

4. Reservations

In cases where notification of a reservation is sent by post, the postal charges incurred by ZB MED for each notification letter must be reimbursed.

© ZB MED – Information Centre for Life Sciences, Cologne / Bonn | January 2017

5. Commercial use

The term commercial use refers to use of the library's stocks for the purposes of forwarding items to third parties for a fee. Commercial use requires prior approval. Commercial use shall be subject to a charge that shall be agreed in each individual case based on the type and scope of use.

6. Provision of written information

The fees for providing bibliographic data or other information in writing and for furnishing extracts of items shall be charged based on the time required in each case, with a fee of 15 euros for each 15 minute period or part thereof (payable from the second quarter of an hour onwards).

7. Miscellaneous

7.1. Due date of payments

Unless stipulated otherwise, all charges must be paid immediately.

7.2. Effective date

This scale of fees and charges came into effect on 1 January 2017.

© ZB MED – Information Centre for Life Sciences, Cologne / Bonn | January 2017