

“ST PETERSBURG STATE
UNIVERSITY”
(SPbU)

ORDER

№ 4542/1

On establishing, from 01 September 2017, fees for
library, information and related services provided by SPbU

In order to provide library and information services to individuals specified in clause 2.15 of the Regulations for the Use of Library and Information Resources of St. Petersburg State University approved by Order No. 8009/1 of 26 October 2015 “On regulations for the use of library and information resources” (with further amendments), issued by Senior Vice Rector for Research on the basis of clause 9.1.32 of Order No. 1093/1 of 08 August 2008 “On the distribution of authority between officials of St. Petersburg State University” (with further amendments and additions), issued by Rector of SPbU,

I DO HEREBY ORDER:

1. To establish, starting from 01 September 2017, fees for providing library and information services at the SPbU Gorky Research Library in accordance with Annex No. 1 to this Order;
2. To establish, starting from 01 September 2017, fees for providing related services at the SPbU Gorky Research Library in accordance with Annex No. 2 to this Order;
3. To establish that payment for services provided to individuals in accordance with clauses 1 and 2 of this Order shall be made in the form a 100% advance payment made to the cash office of St. Petersburg State University;
4. To establish that payment for services provided to legal entities in accordance with clauses 1 and 2 of this Order shall be made in the form a 100% advance payment made by bank transfer;
5. Individuals responsible for negotiating contracts on provision of library and information services by SPbU shall
 - 5.1. On a quarterly basis send to the Head of the Department for Accounting and Financial Control (the Chief Accountant) information on the amounts and terms of payment for the provision of library, information and related services;
 - 5.2. Ensure that the proper complaint management work is carried outwork in accordance with the approved Regulations for dealing with debtors of SPbU;
6. Order No. 41/1 of 27 February 2013 “On approval of fees for services” shall be deemed to have lost force as of 01 September 2017;
7. Head of the Public Relations Office, T.T. Zainullin, shall arrange for the publication of the copy of this Order in the “Orders related to setting charges for work (services) performed by SPbU on a fee-paying basis” section (“Other Services” subsection) of the SPbU website within one working day from the date of the issuance of this Order;
8. Proposals for amendments of and/or additions to this Order shall be sent to org@spbu.ru;
9. Requests for clarification in relation to the content of this Order shall be addressed to Senior Vice Rector for Economy through the Virtual Reception service on the SPbU website;
10. Monitoring the implementation of clauses 1 to 4 of this Order shall be the responsibility of SPbU officials authorized to sign contracts for provision of library and information services of SPbU;
11. Monitoring the implementation of clause 5 of this Order shall be the responsibility of Vice Rector for Economic Development M.N. Kudilinskiy;
12. Monitoring the implementation of clause 7 of this Order shall be the responsibility of the Head of the Administrative Control Department, S.V. Begeza.

Senior Vice Rector for Economy

E.G. Chernova

Annex No. 1 to Order No. _____ of _____
issued by Senior Vice Rector for Economy

Fees charged for library and information services at the Gorky Research Library, from 01.09.2017

No	Service provided	Unit	Price list for library and information services (in roubles)	
			Total	VAT included
1. Fees charged for library and information services: physical persons				
1.1	Access to documents from the library holdings (with the exception of the manuscript collection and the rare books collection) for use in the reading room for 1 day	-	100.00	15.25 -
1.2	Access to documents from the library holdings (with the exception of the manuscript collection and the rare books collection) for use in the reading room for 1 week	-	300.00	45.76
1.3	Access to documents from the library holdings (with the exception of the manuscript collection and the rare books collection) for use in the reading room for 1 month	-	700.00	106.78
1.4	Access to documents from the library holdings (with the exception of the manuscript collection and the rare books collection) for use in the reading room for 6 months	-	2900.00	442.37
1.5	Access to documents from the library holdings (from the manuscript collection and the rare books collection) for use in the reading room for 1 day	-	400.00	61.02
1.6	Access to documents from the library holdings (from the manuscript collection and the rare books collection) for use in the reading room for 1 week	-	800.00	122.03
1.7	Access to documents from the library holdings (from the manuscript collection and the rare books collection) for use in the reading room for 1 month	-	1200.00	183.05
1.8	Access to documents from the library holdings (from the manuscript collection and the rare books collection) for use in the reading room for 6 months	-	3300.00	503.39
1.9	Subject search in the electronic catalogue, compilation and e-mailing of the literature list	list	200.00	30.51

No	Service provided	Unit	Price list for library and information services (in roubles)	
			Total	VAT included
1.10	Retrieval of subject-specific reference information, requiring advanced bibliographic search	record	600.00	91.53
1.11	Compilation of bibliographic reference lists, using the reference and information retrieval tools of the SPbU Research Library	list	400.00	61.02
1.12	Advising users on the electronic information resources of St. Petersburg State University	0.5 hour	200.00	30.51
1.13	Advising users on the electronic information resources of St. Petersburg State University	1 hour	400.00	61.02
2. Fees charged for library and information services: legal entities				
2.1	Access to documents from the library holdings (with the exception of the manuscript collection and the rare books collection) for use in the reading room for 12 months	-	33400.00	5094.92

Annex No. 2 to Order No. _____ of _____
issued by Senior Vice Rector for Economy

Fees charged for related services at the Gorky Research Library, from 01.09.2017

No	Service provided	Unit	Price list for related services (in roubles)	
			Total	VAT included
1	A4 black and white text document printing (one-sided)	1 page	6.00	0.92
2	A3 black and white text document printing (one-sided)	1 page	12.00	1.83
3	A4 black and white photocopying (one-sided)	1 page	6.00	0.92
4	A3 black and white photocopying (one-sided)	1 page	12.00	1.83
5	Recording information to an external storage device	Up to 500 MB	50.00	7.63