

## APPENDIX 7: RULES FOR ORDERING REPROGRAPHIC SERVICES

### 7. 1. Library, DILS, ILS Collections

7.1.1 Reprographic Services are fee-based; see [Appendix 1: Pricelist](#).

7.1.2 Reprographic Services are provided for items from the Library collections and from items acquired by the Library via DILS/ILS, exclusively for the personal needs of a Patron in accordance with the Copyright Act.

7.1.3 The Library provides Reprographic Services for all Users and Patrons.

7.1.4 The Library provides Reprographic Services:

- From unbound issues of journals: Those interested in making a reprographic copy must fill out a written order in the Periodicals Reading Room
- From documents in the Open Stacks or the Closed Stack, if they have binding suitable for contact copying: Those interested in making a reprographic copy must fill out a written order in the Periodicals Reading Room;
- By sending an order to Reprographic Services using the web form, for natural persons or legal persons (Czech only)
- Patrons may collect reprographic copies in person (collection place and time upon agreement via email: [digi@techlib.cz](mailto:digi@techlib.cz)) or they may be sent by mail to the address indicated in the order. Postage will be added to the price of the copy in accordance with the weight of the consignment
- Those interested in reprographic copies must complete their order legibly; one condition for acceptance of an order is providing full contact information, including an email address and telephone number.

7.1.5 Orders will be prepared for pick up after 12:00 p.m. the business day following an order. Orders received on Friday will be ready after 12:00 p.m. on Monday. The reprographic laboratory has the right to assess an order as non-standard and to arrange a different delivery date.

7.1.6 Patrons pay the costs for the procurement of reprographic copies from the collections of other domestic libraries.

7.1.7 Patrons may use all procured copies only for their own needs in accordance with Act No. 121/2000 Coll., on Copyright, on Rights Associated with Copyright and on amendment to other laws (Copyright Act):

- Reprographic copies are intended for non-commercial purposes only, meaning exclusively for instructional, study, or research purposes or the personal needs of the Patron
- Copying whole issues of journals or whole books is not permitted

- Patrons may not shorten, modify, translate, or create works derived from the reprographic copies, delete, modify, or obscure copyright notices or other notes and reservations they contain; they also may not significantly or systematically copy, store, reproduce, distribute, or otherwise reproduce them or make them accessible by third parties
- Reprographic copies may not be transferred (directly or indirectly) for use by any fee-based service (e.g., “document delivery”) or for any further distribution (irrespective of whether this is for-profit or non-profit or whether a fee is charged or not).

## 7.2. Rare Books & Special Collections

7.2.1 The making of digital copies from Rare Books & Special Collections items is governed by the rules set out in [Appendix 9: Research Rules](#). The prices for the making digital copies and the methods of payment are governed by [Appendix 1: Price List](#).

7.2.2 Reprographic Services from Rare Books & Special Collections items may be ordered via the online [form for Reprographic Services](#) (Czech only) or by completing a print form in the [Rare Books & Special Collections Reading Room](#).

7.2.3 Digital copies of Rare Books & Special Collections items may be made in the form of paper or digital copies on CD/DVD. We provide paper copies in black and white, greyscale, and in color. Electronic copies on CD/DVD are offered in JPG, TIFF, and PDF formats; black and white, greyscale and color copies in a resolution of between 300 and 400 DPI.

## 7.3. Orders for UCT Prague and IOCB Prague Staff

7.3.1 UCT Prague staff may request reprographic copies of items located on the Library premises via email at: [mvs@vscht.cz](mailto:mvs@vscht.cz) or an [online form](#), through which pick up is also arranged.

7.3.2 IOCB Prague staff may request reprographic copies of items located in the Library building via email at: [mvs@uochb.cas.cz](mailto:mvs@uochb.cas.cz) or via the [online form, through which pick up is also arranged](#).

In Prague, dated October 22, 2024  
NTK Director  
Ing. **Martin Svoboda** m. p.