

APPENDIX VII: RULES FOR ORDERING REPROGRAPHIC SERVICES

1.1. IL, DILS and IILS Collections

1.1.1 Reprographic Services are fee-based pursuant to the valid NTK Fees and Services Pricelist.

1.1.2 Reprographic Services are provided from documents from the Integrated Library Collections and from documents acquired by the library via DILS/IILS, and this exclusively for the personal needs of the Patron in accordance with the Copyright Act.

1.1.3 The Library provides Reprographic Services for Users, authorized persons from CTU, UCT Prague, CZU and IOCB Prague, and for Library Patrons.

1.1.4 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 from storage, if they have a 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 at digi@techlib.cz) or they may be sent by post 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 the acceptance of an order is the provision of full contact information, including an email address and telephone number.

1.1.5 Orders will be prepared for collection after 12:00 p.m. on the following business day. 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 above standard and to arrange a different delivery date with those interested in the reprographic copies.

1.1.6 A Patron pays the costs for the procurement of reprographic copies from the collections of other domestic libraries.

1.1.7 A user 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 teaching, study, or scientific purposes, and for the personal needs of the user;
- copying whole issues of journals or whole books is not permitted;

- the client 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, for a fee or free of charge).

1.2. Rare Books & Special Collections

1.2.1 Documents from the Rare Books & Special Collections are scanned using book scanners. The creation of digital copies from old and rare documents is in addition subject to the approval of the archival researcher's request by the head of the user support department, see the [Archival Research Rules](#). Taking photographs of the Rare Books & Special Collections for other than research purposes is governed by an internal NTK directive (see [Directive No 1/2010 of the NTK director on photography and filming at NTK – Czech only](#)).

1.2.2 Reprographic Services from the Rare Books & Special Collections may be ordered via the [form for Reprographic Services](#) (Czech only) on the website or by completing the printed form in the [Rare Books & Special Collections Reading Room](#).

1.2.3 Digital copies from the Rare Books & Special Collections 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 the JPG, TIFF, and PDF formats; black and white, greyscale and color copies in a resolution of between 300 and 400 DPI.

1.2.4 Copies from the Rare Books & Special Collections are only permitted within the limits determined in the [Archival Research Rules](#). The prices for digital copies and payment methods are governed by the [NTK Fees and Services Pricelist](#).

1.3. Orders for UCT Prague and IOCB Prague Staff

1.3.1 UCT Prague staff may request reprographic copies from documents located in the Integrated Library building via email at mvs@vscht.cz or via the [online form](#) and arrange the collection method.

1.3.2 IOCB Prague staff may request reprographic copies from documents located in the Integrated Library building via email at mvs@uochb.cas.cz or via the [online form](#) and arrange the collection method.

In Prague, dated May 31, 2023
NTK director
Ing. **Martin Svoboda** m. p.