

## List of Service and Copying Fess Applicable in Public Archives

### A. Extracts from and transcription of archive materials, or information on negative search result, as appropriate, and authentication of copies made by public archives

1. An extract or transcription of archive materials, CZK 50.00 per page or part thereof.
2. Information on negative search result, CZK 50.00
3. Authentication of a copy of archive materials made by the archive under paragraph B (1), as being a verbatim copy of the original counterpart deposited in the archive, CZK 30.00 per page or part thereof.

### B. Photocopying of archive materials

1. Electrographic copying (in CZK per photocopy page)

#### 1.1. black and white copying

1.1.1 one-sided	A4	A3
1.1.1.1. made of loose sheets	CZK 5.00	CZK 8.00
1.1.1.2. made of bound sheets	CZK 7.00	CZK 12.00
1.1.2 double-sided	A4	A3
1.1.2.1. made of loose sheets	CZK 8.00	CZK 12.00
1.1.2.2. made of bound sheets	CZK 17.00	CZK 22.00

#### 1.2. colour copying

1.2.1.1 one-sided	A4	A3
1.2.1.1. made of loose sheets	CZK 25.00	CZK 38.00
1.2.1.2. made of bound sheets	CZK 33.00	CZK 46.00

#### 2. Micrographic services

##### Making of microcopies

1 frame of 35mm microfilm 45x35 mm	CZK 32.00
1 frame of 35mm microfilm 24x35 mm	CZK 20.00

##### Copying of microcopies

1 film frame, all sizes	CZK 15.00
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##### Reverse enlarging of a 35mm microcopy to a common office paper formats A4 and A3

CZK 20.00

#### 3. Digital copying

##### 3.1 Digital copy of a two-dimensional original counterpart

3.1.1 scanning of counterparts up to format A4 inclusive	CZK 30.00
3.1.2 scanning of counterparts up to format A3 inclusive	CZK 60.00
3.1.3 scanning of large formats A0+ inclusive	CZK 300.00
3.1.4 snapshot of an original counterpart of A3 format made by digital camera	
CZK 120.00	

3.1.5. snapshot of an original counterpart of a format larger than A3 made by digital camera	CZK 300.00
3.1.6. scanning of archive materials on slide (e.g. microfilm, plate), per frame:	
scanning of a film roll	CZK 20.00
scanning of physically separated film frame	CZK 50.00
Increased resolution above 300 dpi, for each 100 bpi or part thereof	CZK 20.00
3.2. Digital copy of a three-dimensional original counterpart	
3.2.1. per small- and medium-sized documentary shot made by digital camera	CZK 350.00
3.2.2. per small- and medium-sized studio shot made by digital camera	CZK 1,500.00
3.3 Provision of digital copy from previously digitized original counterpart (1 shot)	CZK 25.00
3.4 Perusal of digital copies of archive materials through remote access <b>shall be free of charge.</b>	
3.5 Recording of data	
3.5.1. CD including data recording	CZK 40.00
3.5.2. DVD including data recording	CZK 60.00

All newly made digital copies are provided in colour, colour depth 24 bits or more, in the basic resolution of 300 dpi, in format JPG, PDF/A, TIFF, PNG or RAW, without graphics editing.

### **C. Consent to single use copies of archive materials**

1.1 Use of copies of archive materials for scientific purposes (scientific and professional magazines, collections, separate analyses, monographs, editions, exhibition catalogues) and educational purposes (teaching aids) **shall be free of charge**

(Note: where copies are used for scientific purposes, citation must always be included, at least within the scope of the name of the archive that keeps the relevant archive materials and the archive file containing the relevant archive materials; if no citation is included, such use shall be deemed to be use for commercial purposes)

1.2 Use of copies of archive materials for commercial purposes (pictorial publications, postcards, calendars, promotional materials, etc.) **shall be subject to the following fees**

per colour or black and white digital copy:	
in an edition of up to 600 items	CZK 1,500.00
in an edition of more than 600 items	CZK 3,000.00

These prices shall also apply to copies of archive materials made using the applicant's own copy devices.

**D. Filming of archive materials (with the exception of instructive or cultural and educational programs)**

The basic fee shall equal CZK 700.00 per hour or part thereof

**E. Search and administrative work, handling fees**

1.1. Search (ascertaining the required information and drawing up of a comprehensive report based on search in and extracts from the relevant archive materials, archive tools and other expert sources)

1.1.1	simple search /per hour of work/ based on extracts from 1 – 2 archive sources	CZK 350.00
1.1.2	complex search /per hour of work/ based on extracts from 3 – 5 archive sources	CZK 500.00
1.1.2	complex combined search /per hour of work/ based on extracts from 6 or more archive and extra-archive sources	CZK 600.00

1.2. Administrative work

1.2.1.	per hour of work	CZK 60.00
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1.3. Handling fees

1.3.1.	packaging fees – consignments in packages	CZK 30.00
1.3.2.	packaging fees – consignments in envelopes of up to 1 kg	CZK 20.00

1.4. Search in electronic data base CZK 150.00

Postage shall be charged according to the applicable price list of the provider of postal services.

**F. Lending of audio, visual or audio-visual archive materials**

This List of Service and Copying Fees shall apply to specialized archives established for the purpose of preservation of audio, visual and audio-visual archive materials only with respect to documentary archive materials. In other cases, contractual price shall be agreed.