

## Price list for services and copying fees applicable at Masaryk University Archives

### A. Making an extract or a duplicate of archival materials including a notification of a negative finding and verification of copies made by Masaryk University Archives

1. Making an extract or a duplicate of archival materials.	20 CZK for each commenced page of an extract or a duplicate made by the Archives.
2. Verification of conformity of a copy of archival materials made by the Archives under subsection B (1) with their original stored in the Archives.	30 CZK for each commenced verified page.

### B. Reproduction of archival materials

1. Electrographic copying (CZK/1 sheet of reproduction)		
1.1. black and white, single sided	A4	A3
1.1.1. of loose sheets	5 CZK	8 CZK
1.1.2. of bound sheets	7 CZK	12 CZK
1.2. black and white, double sided		
1.2.1. of loose sheets	8 CZK	12 CZK
1.2.2. of bound sheets	17 CZK	22 CZK
1.3. colour, single sided		
1.3.1. of loose sheets	25 CZK	38 CZK
1.3.2. of bound sheets	33 CZK	46 CZK
1.4. colour, double sided		
1.4.1. of loose sheets	40 CZK	60 CZK
1.4.2. of bound sheets	53 CZK	80 CZK

2. Digital reproduction	
2.1. Digital reproduction of a two-dimensional original	
2.1.1. scanning originals up to A4 format incl.	25 CZK
2.1.2. scanning originals up to A3 format incl.	60 CZK
2.1.3. scanning archival materials on a transparent background (e.g. microfilm, plate) of one frame	
- scanning from a filmstrip	20 CZK
- scanning of a separate single film frame	50 CZK
Increasing the resolution by every commenced 100 dpi above 300 dpi	20 CZK
2.2. Provision of a digital reproduction made in the past (1 image)	25 CZK
2.3. Provision of digital reproductions of archival materials in the analogue form, archival materials in the digital form and replicas of archival materials in a way which allows remote access is free of charge.	
2.4. Records of data	
2.4.1. CD including data recording	40 CZK
3.4.2. DVD including data recording	60 CZK

The amount of fees for new digital reproductions or replicas of archival materials in the digital form is determined for cases where they are provided in colour with the

colour depth of 24 bits or higher, at a basic resolution of 300 dpi in JPG, PDF/A, TIFF, PNG or RAW format, with no graphic adjustments.

### C. Verification of concordance

1. verification of concordance of a copy of archival materials in the analogue form or their digital replica with archival materials in the analogue form kept at the Archives	
1.1. for the verification clause	50 CZK
1.2. for locating the archival materials and making their copy in the analogue form or their digital replica	100 CZK/hour
2. verification of concordance of a replica of archival materials in the digital form with archival materials in the digital form or with a replica in the digital form kept in the Archives	
2.1. for the verification clause	50 CZK
2.2. for locating the archival materials and making their copy in the analogue form or their digital replica	100 CZK/hour
3. Verification of concordance of a copy of archival materials in the analogue form or their digital replica with archival materials in the analogue form kept at the Archives or verification of concordance of a replica of archival materials in the digital form with archival materials in the digital form or with a replica in the digital form kept in the Archives is made against copies and replicas acquired by the Archives. In case concordance is verified against copies of archival materials in the analogue form, digital reproductions of archival materials in the digital form or replicas of archival materials presented by the applicant for verification, the Archives shall be entitled to compensation for issuing the verification clause and for verifying concordance in the amount of 1,000 CZK.	

### D. Making video recording of archival materials

The basic fee is 700 CZK per each commenced hour

### E. Research, office work, handling fees

1.1. Research (identification of required information and preparation of a comprehensive report based on searching and excerpting relevant archival materials, archival aids and other specialized resources)	
1.1.1. simple research / 1 hour / based on excerpting 1-2 archival resources	350 CZK
1.1.2. complex research / 1 hour / based on excerpting 3-5 archival resources	500 CZK
1.1.3. complex combined research / 1 hour / based on excerpting 6+ archival resources and materials out of the Archives	600 CZK
1.2. Office work	
1.2.1. each commenced hour of work	60 CZK
1.3. Handling fees	
1.3.1. packaging fee for consignments in packages	30 CZK
1.3.2. packaging fee for consignments in envelopes up to 1 kg	20 CZK
1.4. Research based on an electronic database / 1 hour	150 CZK

Postage is charged in accordance with the valid price list of the postal service provider.

### F. Loans of audio, video or audio-visual archival materials

Contractual prices apply.

### **G. Consent to one-time use of reproduction of archive materials**

The consent to one-time use of reproduction of archive materials is granted upon a request of the researcher, which shall contain citations of the archival resources (i.e. at least the archive file name, inv. No., signature or No. of location) that are to be used, and name of a project for which they are intended. For use of a reproduction of archival materials, the applicant shall state citations concerning the reproduction or their summary e.g. in the imprint, annex etc. including the location of the original archival materials, i.e. Masaryk University Archives. In case Masaryk University Archives have concluded a license agreement on the use of the archival material reproduction or the copyright holder is known, the Archives employee shall mention it in the consent. The consent to one-time use of a reproduction of archive materials is free of charge.