

Amendment No 1

This Amendment changes the wording of Appendix No 6: Pricelist of reprographic services to

RESEARCH RULES OLOMOUC MUSEUM OF ART – ARCHDIOCESAN MUSEUM KROMĚŘÍŽ

issued by the director of the organisation as Regulation No 3/2016, defining the procedure of studying art history collections under the keeping of Olomouc Museum of Art, a state allowance organisation, which is obligatory for all tasks carried out after the effective date of this regulation as stated on the following page.

In Olomouc, the date of 1 August 2016


Mgr. Michal Soukup, MUO Director

muo
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PRICELIST OF REPROGRAPHIC SERVICES

1. Digitization of archival, deposits and historic collections of MUO for the purpose of reproduction:

up to 10 photographs	free of charge ¹
10–30 photographs	CZK 300 / EUR 11 per 1 photograph
more than 30 photographs	not provided except special arrangements

The standard quality of the photographs is 300 dpi.

2. Digitization of the collections of the Archbishopric of Olomouc and other ecclesiastical property for the purpose of reproduction:

1 copy	CZK 300 / EUR 11
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The standard quality of the photographs is 300 dpi.

The consent of the item's owner (Archbishopric of Olomouc) or its representative (relevant bishopric if the owner is a parish, or archbishopric) with the publishing must be presented prior to accepting these digital documents – *Permission for publishing activities.*

3. Digitization of musical manuscripts from the property of the Archbishopric of Olomouc:

1 copy	CZK 15 / EUR 0.6
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The standard quality of the photographs is 200 dpi. The dpi can be increased upon request at a fee of CZK 20 / EUR 0.7 per each 100 dpi per photo.

The consent of the collection's owner (Archbishopric of Olomouc) with the study must be presented prior to accepting these digital documents for research purposes – *Permission for research activities.* The consent of the collection's owner (Archbishopric of Olomouc) with the publishing must be presented prior to accepting these digital documents – *Permission for publishing activities.* Use of photographs for reproduction is subject to fees for the approval of reproduction under Item 2 with the exception of publishing in scientific or expert periodicals, proceedings, and non-commercial musical editions.

¹ Most of the photographs are already available at MUO and the applicant shall receive them preferably as electronic documents.

4. Presentation of the digital data

The order takes place always upon an agreed number of reproductions following the *Application for photographic materials from the archive (MUO, AMO)*, in case of AMK through the *Collection item study request form*. After the processing of the application the applicant receives an invoice for the agreed number of reproductions. The ordered data is presented preferably as electronic documents after the signing of the *Agreement on reproduction approval* and after the bank transfer. Upon the applicant's request the data recording can be sent by standard mail services of the Czech Post at the price of CZK 20 / EUR 0.7 per 1 DVD. In such cases a postage and packing fee upon a currently valid pricelist of the Czech Post is added to the overall cost.

MUO reserves the right to refuse the request for reproduction in justified cases (especially due to the condition of the documented work or an inadequate way or purpose of using the reproduction).