



National Library of the Czech Republic
 Klementinum 190, Praha 1
 Telephone: 221 663 111

Order No.

For official use only

Order accepted by (department, signature):
 Date:
 Historical collections (up to 1800)
 Archival and rare collections
 Other volumes from library collections (from 1801)

Photoduplicating Services Work Order Form

Necessary information: Shelf mark and a brief title of the work (for periodicals also a year, issue number and page, similar information for multi-volume publications).
 It is important to bookmark pages to be copied and in case of microfiche or microfilm to indicate frames directly on the order form or added piece of paper (**if marking is incomplete, additional fee will be charged**).

.....

Type of copy (please tick):

- | | |
|---|---|
| <input type="checkbox"/> Photostat copy from protected original | <input type="checkbox"/> Photostat copy for disabled |
| <input type="checkbox"/> Printout from microfilm | <input type="checkbox"/> Printout from microfilmed document in the NL collections |
| <input type="checkbox"/> Scanner – black and white print | <input type="checkbox"/> Scanner – colour print |
| <input type="checkbox"/> Microfilm – negative | <input type="checkbox"/> Microfilm – positive |
| <input type="checkbox"/> Colour slide | <input type="checkbox"/> Digital copy |
| <input type="checkbox"/> Photographic reproduction | <input type="checkbox"/> Photographic enlargement from microfilm
(text, pen-and-ink drawing) |

Copy format:

Ratio of copy to original:

Name of customer:

Address (incl. postcode):

Telephone, fax, email:

I understand that as set in the Copyright Act, **copies from originals listed in the order**, with exception of works in public domain, official documents, etc. – **may be used for my personal needs only and I cannot copy or disseminate them further.**

I intend to publicly use the copy (from work in public domain!) yes (Tick only if you intend to do so.) Such usage must be negotiated and could be charged for.

I agree with the fee (possibly combined) of..... **CZK per copy and I will pay it in full.**

Note:

- pick up in person by post COD by post with invoice

Date: **Signature:**

Call **221 663 131** for information on orders.

Laboratory processing

Purchase of negative – size 6x9 cm

Photographic reproduction

9x12 cm 13x18 cm 18x24 cm 24x30 cm 30x40 cm

Photographic enlargement from microfilm or negative in the National Library collections

9x12 cm 13x18 cm 18x24 cm 24x30 cm 30x40 cm

Colour slide – 6x9 cm – size

Microfilm – negative – number of frames

Microfilm – positive – number of frames

Printout from microfilm, microfiche in the National Library collections – size A4

Printout from microfilm in the National Library collections – size A3

Printout from microfilm – size A4

A3

Scanner – black and white print – size A4

A3

Scanner – colour print – size A4

A3

Photostat copy from protected original – size A4

A3

Photostat copy for disabled – size A4

A3

Digital copy on request – number of original pages

Digital copy of a document already digitized – number of images

Information medium – CD including sleeve

Additional fee for making cutout

Fee for using originals from archival and rare collections

1–10 pages of the original

11–50 pages of the original

over 50 pages of the original

Fee for packaging – microfilm

Additional fee for incomplete order

Additional fee for preparing original