



**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<br>(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**