

# **Organizational Rules of the Map Collection of Charles University in Prague, Faculty of Science**

## **I. Introductory Provisions**

Map Collection (hereinafter referred to as MC) is a special workplace of the Geographical Section of the Faculty of Science, Charles University in Prague (hereinafter referred to as FSc CUNI). (MC is, from the operational and administrative aspect, part of Geographical Section of FSc CUNI). Institution with the original name State Map Collection of the Czechoslovak Republic was founded on the initiative of university professor Vaclav Švampera on November 29, 1920 by the Decree of the then Ministry of Education and National Education. The State Map Collection was expanded in 1951 by the decision of Ministry of Education to include cartographic archives of National Museum and University Library. A unique fund of MC is formed by 1 800 atlases (from the 16<sup>th</sup> century), 60 globes, around 100 000 sheets of maps and over 10 000 book and magazine volumes.

## **II. Activities and Services**

MC manages the fund, performs acquisition, cataloguing and lending activities. The registration of the fund documents is kept in completion certificates, in accession registers and in withdrawals registers. MC is also a professional cartographic study workplace using unique fund of MC. MC offers consulting and additional services for scientific purposes and for university study to academic staff and students of Charles University and to other professional and lay public. Services for scientific and study purposes are provided free of charge for employees and students of Geographic Section of Faculty of Science, Charles University. Chargeable services are regulated in the price list. MC's activity is governed by the laws in force (Act No. 122/2000 Coll. (Act on protection of collections of a museum character) together with executive Decree No.275/2000 Coll. of the Ministry of Culture, Act. No. 200/1994 Coll. (Act on Geodesy) together with executive Decree No. 31/1995 Coll. of the Czech Office for Surveying, Mapping and Cadastre, Act No. 121/2000 Coll. and its amendment No. 61/2006 Coll. and No. 216/2006 Coll. (Copyright Act), Act. No. 31/1995 Coll. (Act on non-periodical publications), Act. No. 46/2000 Coll. (Press Act) and Act No. 499/2004 Coll. (Act on archives and records service)).

## **III. Management and organization**

MC is managed by a director who is appointed and dismissed by the Dean of FSc CUNI. The director is responsible for the management, development and external relations. Curator, who is appointed and dismissed by the Dean of FSc CUNI, is responsible for the fund of MC and for the professional activity. Curator is subordinate to the director of MC.

These organizational rules are valid and effective from January 1st, 2010.

In Prague on 20th December 2011, Prof. RNDr. Bohuslav Gaš, CSc., Dean of faculty

Annex No. 2 to the Dean's Decree No. .8/2011, issuing the Research Rules of the Map Collection of the Faculty of Science, Charles University in Prague:

**Price list of services**

**Map Collection of the Faculty of Science, Charles University in Prague**

Prices of the services are established with regard to the Price list of services and copying fees valid in public archives. Prices include VAT. The services of MC are free of charge for employees and students of the geographical section of the Faculty (with the exception of financially endowed grant projects).

<b>Item</b>	<b>Price</b>
<b>Issue of a researcher card of the Map Collection</b> (in a distribution centre of Charles University)	
Internal researcher of the Charles University	free
External researcher	EUR 6
<b>Reminders</b>	
Charges for not returning items in due time (document/day)	EUR 0,20
Charges for sending reminder by post	According to the Czech Post prices
<b>Loss and Compensation</b>	
Substitution by the same document	
Bound copy of the lost document	
Other equivalent compensation according to the decision of the director of the Map Collection	
<b>Reprographic services/print</b> (CZK / 1 sheet), copying only from the documents of the MC, except the old prints	
Black and white copy - formats A4 / A3	EUR 0,50 / EUR 0,80
Colour copy – formats A4 / A3	EUR 1,50 / EUR 3
<b>Scanning</b> (CZK / 1 sheet)	
Self - service scanning (up to 100 dpi) up to format A3 inclusive	free
Scanning (200 dpi) up to format A4 inclusive	EUR 1
Scanning (200 dpi) up to format A3 inclusive	EUR 2
Scanning (200 dpi) up to formats larger than A3 to the width of format B0	EUR 5
Increase resolution by every commenced 100 dpi over 200 dpi	EUR 0,20
Digital data record including CD, DVD	EUR 0,50
Scanning in the preview resolution (100 dpi)	50% of the price
<b>Research and Editorial</b> (CZK / hour)	
Research and consulting services	EUR 13
Editorial and qualified professional activity	EUR 20
<b>Consent to single use of documents (on the basis of the Contract on Cooperation)</b>	
1 piece of black and white reproduction	EUR 50
1 piece of colour reproduction	EUR 100
These prices shall also apply to the reproductions of documents made by applicant's own equipment	
<b>Filming in MC</b>	
Basic fee (for every day)	EUR 350
Filming and photographing of separate documents	EUR 15/ document, object
<b>Excursions in Map Collection</b>	
Individual excursion – adults	EUR 2,50
Individual excursion – pensioners, children (6-15 years)	EUR 1,50
Individual excursion – children under 5 years and ZTP card holders	free
Individual excursion – students and staff of the Faculty of Science of CU	free
Group excursion with guide (10-15 people), it is important to pre-book	EUR 2 / person
<b>Lockers</b>	
Use of lockers - free	Against deposit
Loss or theft of keys from the lockers (arrangement of a new lock)	EUR 50
Fee for the keys returned after the business hours of MC CZK / working day)	EUR 3,50