

# Dean's Decree

Charles University in Prague, Faculty of Science  
No. 18/2011,  
issuing

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

### Article 1 Introductory Provisions

(1) Map Collection of the Faculty of Science, Charles University in Prague (hereinafter referred to as „MC“) is a special workplace of the Geographical Section according to Annex No.1 of the Organizational rules of Charles University in Prague, Faculty of Science, issued by Dean's Decree No.17/2010.

(2) The Research Rules determine conditions of protection and safety of the Map Collection as a compact collection with extraordinary cultural and historical significance, as well as rights and obligations of the researchers and penalties for breach of the determined conditions.

(3) The MC Research Rules are formulated with particular regard to the provisions of Act No. 499/2004 Coll. on Archives and Records Service and on Amendment of Certain Acts, as amended and Decree No.645/2004 Coll. implementing special provisions of the Act on Archives and Records Service and on Amendments to Certain Acts, as amended. Also taking into account Act No. 122/2000 Coll. (Act on Protection of Collections of a Museum Character) as amended, together with implementing Decree No. 275/2000 Coll., Act No.200/1994 Coll. (Act on Geodesy) as amended, together with implementing Decree No. 31/1995 Coll. as amended, Act. No.121/2000 Coll. as amended, Act No. 121/200 (216/2006) (Copyright Act), as amended and Act No. 37/1995 (31/1995) Coll. (Act on Non-periodical Publications), as amended; and Act No. 46/2000 Coll. (Press Act), as amended.

**(ve znění pozdějších předpisů, zákonu č. 121/2000 Sb., ve znění pozdějších předpisů, zákonu č. 121/2000 Sb. (autorský zákon), ve znění pozdějších předpisů a zákonu č. 37/1995 Sb. (zákon o neperiodických publikacích), ve znění pozdějších předpisů a zákonu č. 46/2000 Sb (tiskový zákon), ve znění pozdějších předpisů.**

*Vzhledem k informacím v dokumentu Organizační řád..., si myslím, že je chyba v číslech začervenených zákonů. Místo 121 by asi mělo být 216 a místo 37, 31.)*

### Article 2 Researchers

(1) Researchers of the MC are, in particular, academic staff and students of the Faculty of Science of Charles University in Prague (hereinafter referred to as “the Faculty”), as well as other professional and lay public.

(2) Categories of Researchers:

- employees of the Geographical Section of the Faculty,
- students of the Geographical Section of the Faculty,
- employees and students from other institutes of the Faculty,
- employees and students of other sections of Charles University in Prague,
- other Researchers.

### **Article 3**

#### **Registration of a Researcher**

- (1) A natural person becomes an MC Researcher if s/he is duly registered during his/her personal visit to the MC.
- (2) Personal data of internal users (students and staff of the Faculty and other sections of Charles University in Prague) has been taken from the Information System of Charles University in Prague. At registration of an external user an MC employee shall check and supplement users' personal data against identity document produced (ID card, passport).
- (3) MC staff are obliged to handle Researchers' personal data in compliance with Act No. 101/2000 Coll., on Personal Data Protection, as amended.
- (4) The registration duration is set out in the registration system and it differs per user category. The registration may be extended (updated) if the card is valid within the meaning of Rector's Decree No. 13/2003.
- (5) The Faculty staff registration shall end as of the day of employment termination or as of the termination of works performed outside the employment contract.
- (6) The Faculty students' registration is valid for one academic year and it may be extended throughout their studies, however, each time for the following academic year. The Faculty students' registration shall end as of the day when the last part of the state final exam has been passed or as of the day when the studies have been suspended. After the completion of studies such persons may remain registered in the MC as external users.

### **Article 4**

#### **Rights and Obligations of a Researcher**

- (1) The documents may be perused only in the premises designated for the purpose thereof (hereinafter referred to as the "Research Premises"). An MC Service user, a person asking for permission to peruse documents or requiring another information service (hereinafter referred to as a "Researcher") shall register himself/herself upon entering the MC.
- (2) A Researcher shall accurately complete a research form, which serves also as a request for permission to peruse documents. Annex 1 – Research Form constitutes an integral part of the Research Rules. A Researcher shall state the name of his/her worksite (institution) and shall provide description of his /her request. A Researcher from Charles University in Prague must be able to prove his/her identity by providing his/her employee or student card; an external Researcher by the card of an external user of Charles University in Prague issued in the issuing centre of Charles University. If a Researcher is not able to prove his/her identity to the Research Premises' Supervisor, s/he may be denied access to documents.
- (3) Upon entering the Research Premises, a Researcher shall place his/her coat, hand luggage and other similar belongings at a place designated for that purpose. A Researcher may enter the Research Premises carrying only a pen, pencil, his own loose sheets of paper without a cover and a recording device, such as a portable computer without a bag. Should a Researcher bring cartographic documents with him/her to the Research Premises, s/he is obliged to report such fact to the person in charge at the Research Premises. After the work completion a Researcher shall submit his/her belongings for inspection on whether s/he does not take the documents out of the Research Premises (s/he shall, in particular, open the portable computer, submits the sheets of paper carried in, etc.). Persons, who are soiled, stink,

are under the influence of alcohol, drugs or are armed, are not permitted to enter the Research Premises.

(4) Silence shall be maintained in the Research Premises. Neither smoking is permitted in the Research Premises nor is eating, drinking or making phone calls when perusing documents. A Researcher shall switch off any and all sound signals on the devices s/he brings in the Research Premises. A Researcher shall adhere to the instructions given by the Research Premises Supervisor.

(5) When perusing the documents a Researcher shall handle the documents with utmost caution and care. The documents shall not be folded, used as a writing pad, or for direct copying through carbon paper; the text of the documents must not be underlined, and deletions, erasing or writing in the documents or using them for other purposes than the perusal thereof are forbidden. Any physical damage to a document caused by a Researcher shall result in the termination of the Researcher's authorisation to peruse the document with immediate effect and s/he shall be obliged to pay for any and all the cost incurred in relation to the restoration thereof.

When studying documents a Researcher shall be obliged to use clean white cotton gloves s/he is obliged to procure before starting to study the documents. Without using this prescribed aid for the protection of the documents s/he shall not be permitted to peruse the documents.

(6) Researchers are not permitted to take the documents out of the Research Premises without consent of the Research Premises Supervisor. Should any document be taken out of the Research Premises the Researcher's authorisation to peruse the documents shall be terminated with immediate effect.

(7) Documents shall be submitted to a Researcher in such quantity as permitted by operating conditions and by the MC's technical capacity. The number of documents submitted per opening day is limited to seven; and to thirty for the staff of the Faculty's Geographical Section.

(8) Documents the submission whereof requires searching in the resources (bringing them from depositories) are usually available to the Researcher if ordered in advance.

(9) A Researcher, after having finished perusing the documents, shall leave his/her place in the Research Premises in proper condition. S/he shall not leave abstracts, notes or other aids or belongings in the Research Premises but shall take them with him/her.

(10) After each perusal of a document a Researcher is obliged to return the documents in the quantity, sequence and condition in which they were submitted to him/her. Should this rule be breached a Researcher's authorisation to peruse the documents shall be terminated with immediate effect.

(11) The Research Premises Supervisor is obliged to check the number and the condition of the documents returned by the Researcher prior to the Researcher's leaving the Research Premises. A Researcher is obliged to wait until such inspection is completed.

(12) Information obtained from the documents shall be used by a Researcher only for the originally stated purpose. Copies made from the documents shall not be further reproduced without approval. A Researcher shall ask for approval if s/he wants to publish a copy of the document obtained in the MC or to make further reproductions thereof and s/he shall enter into the Agreement on Cooperation with the Faculty. For each use of the documents a Researcher is obliged to state the full name of the resource – The Map Collection of the

Faculty of Science, Charles University in Prague. Any commercial use of the documents is subject to the Agreement on Cooperation and fees as specified in the Price List of Services.

(13) The documents submitted for perusal provided that they comply with the elements of the object of protection under the Copyright Act shall be treated as literary works.

## **Article 5**

### **Making Copies of Documents**

(1) There is no entitlement to the provision and making of copies of documents but they are permitted and provided on an individual basis according to the purpose and circumstances of further use thereof.

(2) Copies of documents shall be provided in compliance with operating conditions and technical capacity of the MC. Where the physical state of documents prevents copying, copies of such materials shall not be provided.

## **Article 6**

### **Lending of Documents**

(1) Typology of documents:

- maps,
- atlases,
- globes,
- books,
- old prints (from the years 1450 – 1800)
- magazines,
- CD-ROMs and DVDs.

(2) Monographs issued after 1920, CD-ROMs and DVDs may be lent outside the MC. Prior to the expiry of the loan period it is possible to ask once for the extension thereof.

(3) Cartographic and other documents shall be made available only on-site. The documents may be borrowed with MC Director's consent, taking into account the purpose, objective and circumstances of the use thereof (e.g. exhibitions), under the terms and conditions that guarantee adequate protection of the document both during transportation and at a place of temporary deposit, and taking into account the related cost. The documents shall not be sent by mail.

(4) Old prints shall be made available only on-site upon submission of a certificate that such materials are required for a specific author's work, a university qualification work.

(5) Monographs from the MC reference library may only be used on-site in the MC Research Premises. They are not made available outside the MC Research Premises.

(6) A Researcher is obliged to return the publication borrowed in such a condition in which it has been lent to him/her.

(7) Should a Researcher return a publication by mail s/he is obliged to pack it properly, sent it by registered mail and include a card with his/her name and address.

(8) If a Researcher fails to return the borrowed document after the expiry of the loan period s/he may be asked through reminders to return it.

(9) Reminders are sent only electronically. A Researcher shall be responsible for the accuracy of his/her electronic address.

(10) A Researcher is obliged to pay a fee if s/he exceeds the loan period.

(11) A fee for exceeding the loan period accrues for each day from the day following the expiry of a regular loan period until the actual return of the document. Its default amount per day is set out in the MC Pricelist, see Annex 1.

(12) A Researcher is obliged to report any loss of or damage to the document without undue delay, and to compensate for the damage within the time period stipulated by the MC under the provisions of Civil Code No. 40/1964 Coll., as amended, in particular Section 442.

(13) The MC Director shall decide about the manner how the damage should be compensated for in compliance with the above provision. As compensation, s/he may require the same document of the same or later issue, making a copy of the document including binding, or another document of a similar orientation and value. Only in very specific and exceptional cases a compensation for the purchase price of the lost document with respect to the present market value is permitted and its amount shall be specified by the MC Director.

(13) Should a Researcher return the borrowed document damaged s/he is obliged to pay all the cost incurred in relation to the document repair.

#### **Article 7 Excursion in the MC**

(1) Access to MC premises during excursions is permitted by the MC Director and is allowed only with the escort of an employee authorised thereby.

#### **Article 8 Payment for Services Provided to Researchers and Reproduction Fees**

(1) The use of reproduced maps, plans or atlases for study purposes (papers at secondary schools, bachelor, master and doctoral theses) and scientific (scientific and specialised magazines, collections, separate papers, monographs, issues, exhibition catalogues) shall not be subject to fees.

(2) The use of reproduced maps, plans or atlases for scientific purposes for other institutions shall be subject to fees as specified in the Pricelist.

(3) The use of reproduced materials mentioned above for commercial purposes (picture publications, TV programmes, film, postcards, calendars, promotional materials, etc.) shall be subject to fees.

(4) Payment for services provided by the MC at request from Researchers and reproduction fees are set out in the MC Pricelist.

(5) Annex 2 MC Pricelist of Services constitutes an integral part of the MC Research Rules.

**Article 9**  
**Final Provisions**

- (1) If a Researcher violates any of the basic obligations of the Research Rules, s/he may be denied further perusal of documents.
- (2) Exceptions from the Research Rules are authorised by the MC Director.
- (3) The Research Rules come into force on the date of signature by the Dean of the Faculty and are effective from the ..... 2011.
- (4) The person responsible for the implementation and compliance hereof is the MC Director.

In Prague on        2011

Prof., M.A. Bohuslav Gaš, Ph.D.  
Dean of the Faculty of Science  
Charles University in Prague

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 yaers)	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