

REQUEST TO USE PERSONAL COPYING EQUIPMENT

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- 2) I undertake to prevent contact of archival materials with the photographic technology, and to protect them from any damage as well as from long exposure to warm light.
- 3) When photographing archival materials in the form of a book (registers, manuscripts, registries, school catalogues), I undertake to use a foam rubber mat to prevent complete opening of the book and protect the binding from damage.
- 4) I hereby declare and confirm with my signature that I will use the copies made with my personal copying equipment solely for my own studying purposes and I will not publish them. I also declare that if I intend to publish the copies I made, I shall be liable to pay to the Archives a reproduction fee (as defined in the Price List included in Appendix No 4 to the Decree No 645/2004 Coll.), or ask the Archives to waive the fee.
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SIGNATURE OF THE RESEARCHER

Approved by

Date

Signature

Note: After processing, this Request shall be appended to the Research Form.