

Instruction of the Director of the Prague City Archives No. 1/2019

Regulation of Fees

The director of the Prague City Archives issues this Regulation of Fees according to the Article 40, paragraphs 5 and 7 of the Act on Archiving and Record Management Coll. No. 499/2004, as well as according to the Article 17, paragraphs 1 and 2 of the implementing Decree Coll. No. 645/2004.

A. Extracts and Transcriptions of Records along with a reply to an applicant on negative result of a research and authentication of copies made by the Prague City Archives

1. for extracts or transcriptions of records: CZK 50 per each page of extract / transcription made by the Prague City Archives
2. Notification on a negative result of a research: CZK 50
3. for authentication of copies of records kept within the Prague City Archives, made by the Prague City Archives : CZK 30 of each page certified

B. Copying (per page)

1.1 Black and white copies

	A4	A3
1.1.1. of loose originals	CZK 5	CZK 8
1.1.2. of binded originals	CZK 7	CZK 12

1.2 Black and white copies, double-sided

1.2.1 of loose originals	CZK 8	CZK 12
1.2.2 of binded originals	CZK 17	CZK 22

1.3 Colour copies, one-sided

1.3.1 of loose originals	CZK 25	CZK 38
1.3.2 of binded originals	CZK 33	CZK 46

1.4 Colour copies, double-sided

1.4.1 of loose originals	CZK 40	CZK 60
1.4.2 of binded originals	CZK 53	CZK 80

2. Microfilming (per one snap)

- 2.1 a paper copy produced by enlarger (of 35 mm microfilm), both A4 and A3 of standard office paper
CZK 20

3. Digital copies (per one snap)

3.1 Digital copies of two-dimensional originals

3.1.1 scans of originals up to and including A4	CZK 25
3.1.2 scans of originals larger than A4 and up to and including A1	CZK 60

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| 3.1.3 scans of large originals larger than A1 and up to and including A0+ | CZK 300 |
| 3.1.4 scanning records on a transparent pad, per one frame | CZK 50 |

3.2 Digital copies of three-dimensional originals

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| 3.2.1 of small and medium size – digital camera | CZK 350 |
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Each digital copy is made with a colour depth 24 bits (black and white originals – 8 bits), basic resolution 300 dpi, JPEG format, no further graphic alteration. PDF format of the output is provided whenever authentication clause is included.

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| 3.3 a digital copy made by a researcher with their own camera | free of charge |
| 3.4 a digital copy of already digitized original (one image) | CZK 25 |
| 3.5 increase of resolution per each 100 dpi over 300 dpi | CZK 20 |

3.6 Data entry

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| 3.6.1 a CD including data entry | CZK 40 |
| 3.6.2 a DVD including data entry | CZK 60 |

C. Filming and TV shooting in the Prague City Archives' premises: CZK 500 per each commenced hour

D. Paper copies of digital reproductions of archival records

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| 2.1 black and white reproduction A4, one-sided | CZK 5 per each copy |
| 2.2 black and white reproduction A3, one-sided | CZK 8 per each copy |
| 2.3 black and white reproduction A4, double-sided | CZK 8 per each copy |
| 2.4 black and white reproduction A3, double-sided | CZK 12 per each copy |
| 2.5 colour reproduction A4, one-sided | CZK 8 per each copy |
| 2.6 colour reproduction A3, one-sided | CZK 12 per each copy |

E. Research

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| 1. simple research (i. e. time taken on the research of 1–3 resources, including processing of the results in a brief report) | CZK 250 per each commenced hour |
| 2. complex research (i. e. time taken on the research of numerous resources, including processing of the results in a complex report) | CZK 600 per each commenced hour |

F. Administrative works

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| 1. Administrative processing of abstracts, reports and bills, book orders, invoices, authentications, etc. | CZK 80 per one hour |
| 2. Packing and expedition (incl. postal fees) | |
| 2.1 consignments in parcels of size S | CZK 140 |

2.2 consignments in parcels of size M	CZK 160
2.3 consignments in parcels of size L	CZK 180

Exemption from the fees follows the patterns of the Act on Administrative Charges Coll. No. 634/2004 (supplements 3 and 4) as well as the Article 40 paragraph 6 of the Act on Archiving and Record Management Coll. No. 499/2004, as subsequently amended.

Prague, March 1, 2019

Mgr. Petr Jíša

Director of the Prague City Archives