

Research Rules of the City of Prague Museum (per Management Directive no. 1/2018)

1. General Information for Researchers

- 1.1. The subject of these services concerns collection items and other materials (hereinafter 'items').
- 1.2. The City of Prague Museum (hereinafter 'the Museum') provides services to researchers in the following specialised departments: Department of Historical Collections, Department of Archaeological Collections, SDC Norbertov and the Museum library.
- 1.3. Museum collections are situated in buildings of the Museum in Prague and outside Prague. Researcher access areas for the historical and archaeological collections are situated in the premises of the research facilities in Prague-Stodůlky, and the Adolf Loos Study and Documentation Centre in Norbertov.
- 1.4. For purposes of their protection, the stored collections are not available for free observation or unplanned searching by researchers. Only concretely specified objects, thematic groups, or digital copies thereof will be provided to researchers for their study.

2. Procedure for Addressing Researcher Requests

- 2.1. Researchers must prepare the most precise possible characterisation of the subject of their research interest.
- 2.2. By e-mail or telephone, researchers then contact the curator of the relevant collection or, if the request is related to items from several collection groups, the head of the relevant department. Contact information can be found on the Museum website.
- 2.3. The curator of the collection, or any other Museum employee addressing the request, informs the researchers usually within ten working days as to the method for which the request will be addressed.
- 2.4. Imprecise, non-concrete or excessively widely formulated requests made to researcher services, or requests assuming actual professional input from Museum employees, are regarded as paid research services per the Table of Fees.

3. Long-Distance Research

- 3.1. Researchers may be provided with information about collection items in the form of copies from the collection registries.
- 3.2. Researchers may be provided with collection items for study by e-mail in the form of digital photographs and scans in preview-level resolution with the protective watermark of the Museum.

4. Research Visits to Museum Facilities

- 4.1. Only legitimately registered collection items in a state allowing for researcher use can be lent for study purposes.
- 4.2. All materials provided for researcher study are to be provided on-site; any exceptions are possible only with a written request by the researcher to the Museum director.
- 4.3. Researchers who visit a Museum facility to study collection items must complete the Researcher Checklist and furthermore follow all instructions of the relevant authorised employee.
- 4.4. All lent materials must be handled by researchers following the instructions of an authorised employee of the Museum (including the use of gloves).
- 4.5. After each viewing of presented materials, researchers are responsible for their return in the same condition and quantity as they were originally presented. Compensation for any incurred damages is set by commonly applicable law.
- 4.6. If researchers violate any of the basic obligations imposed by the Research Rules or instructions of an authorised employee, they are liable to denial of any further studies.
- 4.7. Research activities in individual collections are dependent on the operational and technical conditions of the Museum. Based on these conditions and in the interest of safeguarding collection items, the Museum director has the right to limit provision of researcher services or to enforce other necessary measures.
- 4.8. Researchers have the right, at the curator's discretion, to take non-professional working photographs of collection items with their own photographic devices, without the use of tripods or illumination devices, on the basis of a signed sworn statement confirming that they agree to use the said photographs only for their own study purposes.
- 4.9. Researchers studying digitalised collections at a Museum facility may, upon request, be allowed to view electronic documents at a higher resolution than preview level, or if possible to study the original collection items.

Table of Fees for Provision of Reproduction Rights and Related Services

- Fees for provision of reproduction rights serve as compensation of the costs for preparation of the item(s) and creation of the said reproductions, along with the related professional, research, and administrative work.
- The Museum can provide at request electronic reproductions of collection items on physical data media or through data storage.

Fees for provision of reproduction rights in print-ready quality / Fees for publication of reproductions of a single collection item in digital form on websites, in e-books, or via other electronic media at sufficient resolution with watermark		
Purpose	Villa Müller	Villa Rothmayer
Commercial	5,000 CZK	2,000 CZK
Popular-Instructional	2,000 CZK	500 CZK
Structural-historical investigations, expert evaluations, studies, reports etc.	200 CZK	200 CZK
Scholarly	0 CZK	0 CZK
Study	0 CZK	0 CZK
Museum publicity	No fee	No fee

Specifications of the purposes of provision of reproduction rights:

Commercial – any advertising use for company publicity, calendars, postcards, publications intended for tourism use, etc.

Popular-instructional – printed or electronic book production for the general public and standard book market, printed and electronic periodicals with a journalistic orientation intended for the general public (magazines, newspapers, etc.).

Structural-historical investigations, expert studies – structural-historical investigations, urbanistic and architectural studies, expert evaluations and reports etc.

Scholarly – scholarly books, scholarly periodicals, conference proceedings, occasional and limited-series publications specifically for professional communities adhering to scholarly standards (footnotes et al.), etc.

Study – reproduction in seminar papers, bachelor's and master's theses, PhD dissertations, etc.

Fees for filming and photographing	
Location	Fee per hour, Mondays between 9 a.m. – 5 p.m. (*)
Villa Rothmayer	8,000 CZK
Villa Müller	10,000 CZK

(*) On other days or on weekends or holidays, an additional fee is charged of 20,000 CZK per hour. The villa interiors have no possibility for connection to the electrical network.

Other Fees:

Hourly rate for professional research involving insufficiently specified requests per heading 2.4 of the Research Rules	500 CZK for each commenced hour
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- Fees are billed via tax document (invoice) or by written contract and must be paid via bank transfer to the account of the Museum; cash payments may be made for a written receipt but only upon prior agreement.
- In the event that ordered materials are not received personally by their requester at the Museum at the agreed time, they will be sent at the requester's expense to the address stated in the sworn statement or contract. The Museum additionally charges alongside the fee costs for packaging and postage per the size of the delivery, starting from the sum of 100 CZK.
- In the event of international sending of materials and international payment of fees, the aforementioned fees are increased to a flat-rate administrative fee of 1,000 CZK to cover costs for packaging and postage, along with bank transaction fees and exchange-rate differences.
- For all aforementioned fees, VAT will be charged at the current rate.
- Any exceptions from the set fees of the Table can only be made personally by the Museum director.