

PROVISION OF REPRODUCTION RIGHTS FOR COLLECTION ITEMS OF THE CITY OF PRAGUE MUSEUM (per Management Directive no. 2/2018)

- The Museum provides reproduction rights for its items for study, scholarship, structural-historical investigation (hereinafter SHI), popular-instructive and commercial purposes.
- In the event of interest in the publication or similar use of reproductions of collection items of the Museum, the requester must first submit a request containing all necessary information to the address badatelna@muzeumprahy.cz. The requester is understood as the legal guarantor of the intended project – the book's publisher, the exhibition's organiser, the preparer of the SHI etc.
- Necessary information:
 - *Name and surname of requestor / trade name or firm, legal form of company*
 - *Residence / headquarters*
 - *Date of birth / company registration number, tax ID number*
 - *Payer or non-payer of VAT*
 - *Name and position of individual authorised to act on behalf of legal entity*
 - *Contact information / email, telephone*
 - *Inventory number(s) of requested collection item(s)*
 - *Purpose of providing reproduction rights, method of their use (e.g., title of book or article)*
- On the basis of the request, a written Contract for the Provision of Reproduction Rights is signed with the requester. Evaluation of the purpose of provision of reproduction rights is performed by an authorised employee of the Museum. Fees for provision of reproduction rights are listed in the Table of Fees. Reproductions of any item are provided by the Museum to the requester only upon the valid signing of the contract and payment of the fee.
- After submission of the request, the requester will be contacted by a Museum employee who will then agree on the next step in fulfilling the request. Requests are usually addressed within 30 days from the date when received, in proportion to the complexity and the quantity of requested materials, or if necessary, by mutual agreement.

- Reproductions of items in digital form are provided by the Museum through digital data storage.
- If the subject of the request is a reproduction of a work to which the Museum has no licence for use as per the Authorship Act, the reproduction may be provided only upon the written consent of the author of the work or the authorised holder of inherited property rights. Such consent must be arranged individually by the requestor and at the requestor's expense, and forms an inseparable part of the signed contract for provision of reproduction rights.
- If the subject of the request is a reproduction of a work to which the Museum has no licence for use as per the Authorship Act, yet the author is unknown or it can be reasonably assumed that the search for the author's inheritors would be unsuccessful, hence a circumstance otherwise preventing the resolution of the request, the Museum may grant its consent to the use of the work under the assumption that the requester thereby contractually agrees to bear all legal and financial consequences of any possible authorial dispute.
- The Museum reserves the right not to provide reproductions, not to grant consent to provision of reproduction rights, or to refuse to conclude a contract with a requester in the event that the requestor fails to supply missing information in the request, or in the event that the author or the authorised holder of property rights refuses to issue a licence for the use of the work per the Authorship Act, and finally in the event that the purpose of the request contravenes the founding charter of the Museum, commonly applicable legislation, or the Professional Ethical Codex of the International Council of Museums (ICOM).
- Any exceptions to the above may be made only in justified cases with the prior approval of the director of the Museum.

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, and furthermore for the costs for administration and maintenance of the collection fund.

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 Müller	10,000 CZK
Villa Rothmayer	8,000 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.