

PRICE LIST OF THE SERVICES PROVIDED BY THE JEWISH MUSEUM IN PRAGUE - with effect from 1st September 2016

Introductory information

The prices stated in each section of the price list of the services provided by the Jewish Museum in Prague (“the price list”) are guidelines for the setting of individual fees which reflect the specific conditions, the type of client and the nature of the client’s request. Fees may be waived in exceptional cases and after consultation with the Museum's respective department or section head – primarily for students, teachers, local museums and galleries, or in the event of a reciprocal service or services relating to the acquisition of information on the fate of Shoah victims (unless the purpose is evidently commercial in nature). Where the nature of the purpose for which a specific service is required is at odds with the Museum's interests and focus, the Museum may decline to provide the service, subsequent to consultation with the respective department or section head – for example, if the service involves recording on the Museum’s premises for a film whose script has not been approved by the Museum’s director, or if it involves making copies of collection pieces as souvenirs which the Museum has not approved.

Discounts may be applied to the total price in the event of several concurrent payments that involve a disproportionate increase in cost. This applies, for example, to requests relating to the granting of permission to use or photograph an item and to the taking of necessary photographs or slides. The final amount due may be determined on the basis of the fee for permission to reproduce an item, provided this is higher than the cost of producing the photographic material. It is assumed that such an amount will sufficiently cover the costs associated with the photo-documentation. Fee reductions or waivers may also be considered where the purpose for which a specific service is required (e.g., a television shoot or a newspaper article) involves promotion of the Museum.

In most cases, permission to reproduce a collection piece may be granted by the Museum as the owner of the item in question. Permission may not be granted by the Museum on the basis of copyright if the Museum is not the author or maker of a particular item. Items produced or made by the Museum, such as replicas of items or publications that feature a new work, are subject to copyright. As regards children’s drawings from Terezín or artworks by Jewish painters, for example, permission for image reproduction or approval of their use for a particular purpose shall be issued by the Museum as the owner of these items. For children’s drawings from Terezín (as with other works), it is necessary to determine whether the author is alive or dead. If



permission to reproduce a work by a living author is being sought, the applicant must contact the author in question. In such an event, the Museum shall only file the application, for which no fee will be charged. If the author is not alive or has no heir, it is necessary to determine whether the rights to the work in question are managed by the State Cultural Fund. The Museum may provide the work of such an author on the basis of sublicense under a contract with the State Cultural Fund.

After a period of 70 years, a work becomes publicly available, does not require the author's consent or the approval of any heirs, and there is no need to inform the State Cultural Fund of the granting of a sublicense. As owner of the work, the Museum will then issue an image reproduction permission and will set a fee for its use. If only the year of the author's death is known, the period of copyright protection will be calculated from the last day of the year in which the author of the work died.

The price list is divided into two sections according to the Museum's departments that provide the services in question (the number and name of the relevant department are stated at the top of each section). The price list is supplemented by a sample image reproduction permission (Annex 1) and a permission form for making recordings or taking photographs in sites overseen by the Museum (Annex 2).

The prices of services are given in Czech Crowns (CZK). For applicants from other countries, the prices will be converted to Dollars (USD) or Euros (EUR), the specific amount depending on the current exchange rate. It is also possible to pay in other convertible currencies.

Most of the services listed in the price list are exempt from VAT under Section 61 (e) of Act 235/2004 Coll. For services where VAT is applicable, this is indicated in brackets (+ VAT).

Payment can be made in cash or non-cash at the Museum's finance department after filling out and submitting a billing document (sample form in Annex 3) or by an invoice drawn up in the Museum's finance department on the basis of a completed invoicing document (sample form in Annex 4). Payment can also be made electronically using an online payment terminal or PayPal.



Services

provided by:

3 – Development and PR Department

4 – Department of Jewish History and Jewish Studies

5 – Collections Department

12 – Library Department

| Service | Specification | Level of Difficulty | Hourly rate (CZK) |
|--|----------------------------|----------------------------|--|
| Research in the Museum's collections | | Simple | 350 |
| | | Difficult | 650 |
| Dealing with an export permit request | Administrative charge | | 500/1 collection piece (+ VAT) |
| Lecture | Lecturer fee | | 800 – 1,000 |
| Specialist consultation | | | 500 |
| Other specialist services (curators of collections) | | | 500 – 1,000 |
| Supervision during filming | Specialist member of staff | | 350 |
| | Security | | 250/1 employee (+ VAT) |
| Loan of items from the Museum's auxiliary collection for filming outside of the Museum's sites | Commercial use | | 500/1 day/1 piece (+ VAT) |
| Cleaning, conservation, re-conservation and repair of returned collection pieces | | | Based on the approved restoration procedure and the actual costs (+ VAT) |



Fees for processing loans in the Czech Republic and abroad (applicable even if the loan does not take place for any reason):

provided by:

5 – Collections Department

The fees include the cost of basic research in the Museum's registration records and depository, selecting exhibits, determining the condition and cost of restoring the exhibits, providing a description and detailed specification of the exhibits (beyond the scope of first-level registration) and preparing a condition report. For the loan of Terezín children's drawings or of a data logger, the fees cover the actual cost of preparing, sending and using these items (see below for specification).

The fees do not include the cost of conserving/restoring/preparing the exhibits (see the actual costs), taking and providing photographs of the exhibits, providing reproduction rights for the exhibits (see price list), undertaking complex provenance research, or insurance, shipping, and courier costs.

In exceptional cases, the Museum may reduce or waive the administrative charge, particularly in the event that the applicant provides reciprocity or in the event of another situation that is worthy of special regard. The decision to reduce or waive the administrative fee shall be taken solely by the Museum's director.

| Administrative charge for processing a loan | Price (CZK) |
|---|--|
| 1 item from the Museum's collections | 2,700 |
| 2 – 5 items from the Museum's collections* | 5,400 |
| 6 – 10 items from the Museum's collections* | 8,100 |
| 11 – 15 items from the Museum's collections* | 12,800 |
| 16 or more items from the Museum's collections* | At least 15,000 – no upper limit; determined by the Museum's director on the basis of the number of items and the actual costs |
| 40 copies of children's drawings from Terezín | 17,000 |
| | |



*1 or a pair of finials = 1 item

Several paintings and drawings registered under a single inventory number = depending on the actual number

** In the event of the Applicant's non-compliance with Section I of “**Conditions for borrowing items from the collections of the JMP for exhibition purposes**” the JMP shall increase the loan preparation costs by 50%.

Charges associated with the loan of a datalogger:

provided by:

5 – Collections Department

| | |
|--|-----------------------------------|
| Administrative charge for processing the loan of a Comet data logger owned by the Museum – one-off administrative charge for loan and use for less than 1 year – one-off administrative charge for the loan and use of a data logger for each year or part year. | 500 (+ VAT) |
| For a long-term loan (longer than 1 year), the borrower shall also cover the cost of changing the battery and calibrating the data logger, including the cost of postage. | Based on the actual costs (+ VAT) |

Charges associated with the placing of items not owned by the Museum in its depositories

5 – Collections Department

| | |
|--|--|
| The Museum reserves the right to charge for the temporary storage of an item in its depository | The amount is a matter of agreement between the depositor and the Museum. The minimal rate is CZK 200 per item per month (+ VAT) |
| Other costs: expert advice | see p. 3 |
| Other costs: insurance | Based on the actual costs |
| Other costs: shipping and packing materials | Based on the actual costs |
| Other costs: photographic work | Based on the relevant price list |



Permission for the reproduction of items from the Museum's collections

provided by:

5 – Collections Department (Photography Department, Photo Archive)

If there is a need to photograph a collection piece, there will be a charge of CZK 2,500 for the administrative work involved and for each photographic image – see section: Photographic Work (also applicable for students).

If there is a need to scan a collection piece, there will be a charge of CZK 400–800 for the administrative work involved and for each scanned image. This also applies to non-collection pieces, such as photographs and books – see section: Scanning Work (also applicable for students).

| Type of item | Price per item (CZK) |
|--|----------------------|
| Administrative charge (one-off) | 300 (+VAT) |
| Collection piece | 1,500 (+ VAT) |
| Original rare archival materials, poetry from Terezín, period photographs (e.g. from the Holocaust period) | 800 (+ VAT) |
| Routine documents, including photographs | 500 (+ VAT) |

Students

| Type of item | Price per item (CZK) |
|---------------------------------|----------------------|
| Administrative charge (one-off) | 300 (+ VAT) |
| Up to 7 photographs | 100 (+ VAT) |
| More than 7 photographs | 200 (+ VAT) |



Photographic Work

provided by:

5 – Collections Department (Photography Department, Photo Archive)

Production of photographs from negatives and digital images

| Type of image | Format (cm) | Price per item (CZK) |
|-------------------------|-------------|----------------------|
| B&W and colour positive | 10 x 15 | 200 (+ VAT) |
| | 13 x 18 | 300 (+ VAT) |
| | 18 x 24 | 360 (+ VAT) |
| | 24 x 30 | 500 (+ VAT) |
| | 30 x 40 | 600 (+ VAT) |

Photographic work

| Type of work (photography) | Price per image (CZK) |
|--------------------------------------|-----------------------|
| Collection piece | 2,500 (+ VAT) |
| Documentation (interiors, exteriors) | 2,500 (+ VAT) |
| Reportage | 500 (+ VAT) |
| Pinkas Synagogue – inscriptions | 500 (+ VAT) |

Scanning work

| Type of work | Price per image (CZK) |
|--|-----------------------|
| Scanning of documents up to A4 | 400 (+ VAT) |
| Scanning of documents up to A3 | 800 (+ VAT) |
| Data editing as required | 600 per hour(+ VAT) |
| Writing onto CD/DVD (including data carrier) | 40 per item (+ VAT) |



Filming (a film script approved by the Museum Director must be attached to the filming permit application), video recording and photography in sites overseen by the Museum

5 – Collections Department

| Type of activity | Specification | Purpose | Price (CZK) |
|--|---------------|-------------------------------------|--|
| Film, video | | | 3,500 hourly rate (+ VAT) |
| Photography | | | 2,500 hourly rate (+ VAT) |
| Charge for taking photographs for private, non-commercial purposes (can be paid along with the entry ticket) | | | 70 (including VAT) |
| | | For personal use (for albums, etc.) | Free of charge (applicable only to photographs taken inside the Pinkas Synagogue by Holocaust survivors and family members of Holocaust survivors) |

Services of the Library Department

12 – Library Department

Reprographic services (copying, reprinting or reproducing material from the Museum and from its online database)

| Type of service | Format | Specification | Price per item (CZK) |
|-----------------|-----------------|--------------------|----------------------|
| Photocopies | A4 single-sided | | 3 |
| | | Price for students | 2 |
| | A4 double-sided | | 5 |
| | | Price for students | 3 |
| | A3 single-sided | | 4 |
| | | Price for students | 3 |

| | | | |
|--|--|--|-----------------------------|
| | A3 double-sided | | 7 |
| | | Price for students | 5 |
| Computer printouts | A3 double-sided | | 2 |
| Type of service | Format | Specification | Price per item (CZK) |
| | A4 double-sided | | 3 |
| | A3 single-sided | | 3 |
| | A3 double-sided | | 4 |
| Colour copies + prints | A4 | | 25 |
| Printouts by Library staff (e.g. from CD-ROMs) of materials prepared by a library reader | A4 | | 5 |
| | A3 | | 10 |
| Document scanning | A4, A3 max. 20 pages | Scanning by Library staff of materials in good condition | 30 |
| | Materials published before 1860 or later but in poor condition are handed over to the Photography Department for scanning for a fee specified in its price list. | | |
| Provision of CD-ROMs | | | 15 per item (+ VAT) |

Reprographic services (copying, reprinting or reproducing material brought by a researcher or online material outside the Museum's database)

| Type of service | Format | Specification | Price per item (CZK) |
|------------------------|-----------------|----------------------|-----------------------------|
| Photocopies | A4 single-sided | | 3 (Incl. VAT) |
| | | Price for students | 2 (Incl. VAT) |
| | A4 double-sided | | 5 (Incl. VAT) |
| | | Price for students | 3 (Incl. VAT) |
| | A3 single-sided | | 4 (Incl. VAT) |



| | | | |
|--|-----------------|----------------------|-----------------------------|
| | | Price for students | 3 (Incl. VAT) |
| | A3 double-sided | | 7 (Incl. VAT) |
| | | Price for students | 5 (Incl. VAT) |
| Type of service | Format | Specification | Price per item (CZK) |
| Computer printouts | A4 single-sided | | 2 (Incl. VAT) |
| | A4 double-sided | | 3 (Incl. VAT) |
| | A3 single-sided | | 3 (Incl. VAT) |
| | A3 double-sided | | 4 (Incl. VAT) |
| Colour copies + prints | A4 | | 25 (Incl. VAT) |
| Printouts by staff (e.g. from CD-ROMs) of materials prepared by a library reader | A4 | | 5 (Incl. VAT) |
| | A3 | | 10 (Incl. VAT) |

Other services

| Type of service | Format | Specification | Price per item (CZK) |
|--|--|----------------------|----------------------------|
| Fine | Fine for an overdue item | For each day overdue | 1 per item |
| | Sending a reminder by post | | 30 |
| Reservation | Sending a reservation notification by post | | 20 (Incl. VAT) |
| Research | Bibliographic, factual | Simple | 300 |
| | | Difficult | 400 |
| Inter-library loan service in the Czech Republic | For individuals | | Fee set by lending library |
| | For libraries (in the Czech Republic and abroad) | A4 | 3 (up to 10 pages free) |
| Library card (valid for 1 year) | First issuing and each subsequent extension | Adults | 100 |



| | | | |
|-----------------------|------|-------------------|----|
| | | Students, seniors | 50 |
| Fine for loss of card | Loss | | 20 |

Services of the Shoah History Department

13 – Shoah History Department

| Type of activity | Specification | Purpose | Price (CZK) |
|------------------------------------|---------------------------------|--------------------------|--------------------|
| Photocopying from books | A4 | Commercial | 4 |
| | | Non-commercial, students | 2 |
| | A3 | Commercial | 6 |
| | | Non-commercial, students | 4 |
| Survivor and witness testimonies | photocopies, computer printouts | Commercial | 15 (+ 15 diskette) |
| | | Non-commercial | 10 (+ 15 diskette) |
| | | Students | 5 (+ 15 diskette) |
| Photocopying of archival materials | A4 colour | Commercial | 70 |
| | | Non-commercial, students | 50 |
| | A4 black and white | Commercial | 30 |
| | | Non-commercial | 20 |
| | A3 colour | Commercial | 90 |
| | | Non-commercial, students | 60 |
| A3 black and white | Commercial | 40 | |
| | Non-commercial | 30 | |
| | Students | 15 | |



| | | | |
|--------------------------------|--------------------------|----------------|----------------------------|
| Scanning of archival materials | | Commercial | 150 (per page) + 30 CD-ROM |
| | | Non-commercial | 100 (per page) + 30 CD-ROM |
| | | Students | 75 (per page) + 30 CD-ROM |
| Type of activity | Specification | Purpose | Price (CZK) |
| Research | Bibliographical, factual | Simple | 300 |
| | | Difficult | 400 |

Archive services

(based on the current price list of the services provided by public archives under an appendix of 8 June 2009 to the Decree No. 645/2004 Coll.)

Price list of services provided by public archives

A.

Extracts and transcriptions of archival materials, including notification of a negative search result, and authentication of copies made by public archives

1. Making an extract or copy of archival material – CZK 50 per page (or part of a page).
2. Notification of a negative search result – 50 CZK.
3. Authentication of a copy of an archival document with its original stored in the archives and made by the archives under section B (1) – CZK 30 per page (or part of a page).

B.

Reproduction of archival materials

1. Xerox copies (CZK per sheet)
black and white, single-sided:

| | | |
|------------------------------------|-------|--------|
| | A4 | A3 |
| 1.1.1.1. Copying from loose sheets | CZK 5 | CZK 8 |
| 1.1.1.2. Copying from bound sheets | CZK 7 | CZK 12 |



| | | |
|--|--------|---------|
| black and white, double-sided: | | |
| 1.1.2.1. Copying from loose sheets | CZK 8 | CZK 12 |
| 1.1.2.2. Copying from bound sheets | CZK 17 | CZK 22 |
| colour, single-sided: | | |
| | A4 | A3 |
| 1.2.1.1. Copying from loose sheets | CZK 25 | CZK 38 |
| 1.2.1.2. Copying from bound sheets | CZK 33 | CZK 46 |
| 2. Micrographic copies | | |
| Microfilming 1 frame (45 x 35mm) of a 35mm microfilm | | CZK 32 |
| 1 frame (24 x 35 mm) of a 35mm microfilm | | CZK 20 |
| Microfilm copying | | |
| 1 frame (any size) | | CZK 15 |
| Reverse enlarging of a frame of 35mm microfilm | | |
| to regular A4/A3 office paper | | CZK 20 |
| 3. Digital copies | | |
| 3.1 Digital reproduction of two-dimensional items | | |
| 3.1.1. Scanning up to and including A4 size, | | CZK 30 |
| 3.1.2. Scanning up to and including A3 size | | CZK 60 |
| 3.1.3. Scanning up to and including A0+ size | | CZK 300 |
| 3.1.4. Scanning up to and including A3 size | | |
| with a digital camera | | CZK 120 |
| 3.1.5. Scanning documents above A3 size | | |
| with a digital camera | | CZK 300 |
| 3.1.6. Scanning documents on a transparent substrate | | |



(e.g. microfilm, plate) / price per image (frame):

| | |
|--|-----------|
| Scanning from a film strip | CZK 20 |
| Scanning a separate film frame | CZK 50 |
| Increasing the resolution by each 100 dpi (or part thereof) over 300 dpi | CZK 20 |
| 3.2 Digital reproduction of three-dimensional items | |
| 3.2.1. 1 small or medium-sized documentary image, | |
| filmed with a digital camera | CZK 350 |
| 3.2.2. 1 small or medium-sized studio image, | |
| filmed with a digital camera | CZK 1,500 |
| 3.3. Provision of a digital reproduction of a previously | |
| reproduced item (1 image) | CZK 25 |
| 3.4. Viewing of digital reproductions of archival materials through remote access is free of charge | |
| 3.5. Data recording | |
| 3.5.1. CD, including data recording | CZK 40 |
| 3.5.2. DVD, including data recording | CZK 60 |

All newly made digital reproductions are provided in colour with a colour depth of 24 bits or more, a basic resolution 300 dpi, in JPG, PDF/A, TIFF, PNG or RAW formats without graphic editing.

C.

Consent to the one-off use of copies of archival materials

1.1. The use of copies of archival materials for scientific purposes (scientific and professional journals, collections of papers, single studies, monographs, editions, exhibition catalogues) is free.



(Note: for the use of copies of archival materials for scientific purposes, it is necessary to state the name of the archives in charge of the materials, as well as the name of the archival collection that contains the materials; otherwise, the use of these materials will be considered to be commercial).

1.2. The use of copies of archival materials for commercial purposes (picture publications, postcards, calendars, promotional materials, etc.) is subject to a fee – 1 colour or black and white digital copy:

| | |
|--------------------------------|---------------------|
| published up to 600 copies | CZK 1,500 per image |
| published more than 600 copies | CZK 3,000 per image |

These prices also apply to copies of archival materials made by the applicant's own facilities.

D.

Filming of archival materials (except for educational or cultural programmes)

Basic fee CZK 700 for each hour (or part of an hour).

E.

Research, office work, handling fees

1.1. Research (Research (ascertaining the required information and drawing up a comprehensive report based on the relevant archival materials, aids and other sources that have been searched and excerpted)

1.1.1. Simple research based on excerpting 1–2 archival

sources – price per hour of work CZK 350

1.1.2. Difficult research based on excerpting 3–5 archival

sources – price per hour of work
CZK 500



- 1.1.3. Difficult combined research based on excerpting 6
or more archival or non-archival sources – price per hour of work CZK 600
- 1.2. Office work
- 1.2.1. 1 hour of work CZK 60
- 1.3. Handling fees
- 1.3.1. Packing charges – consignment in a parcel CZK 30
- 1.3.2. Packing charges – consignment in an envelope weighing up to 1 kg CZK 20
- 1.4. Research based on an electronic database CZK 150
- Postage is based on the current price list of the postal service provider

F.

Loan of audio, film or audiovisual archival materials

The price list applies to specialized archives whose purpose is to take care of audio, film or audiovisual archival materials only in relation to the provision of archival materials in paper form. Contractual prices apply in other cases.



Services provided by the Jewish Museum's Department for Education and Culture

8 – Department for Education and Culture in Prague

15 – Department for Education and Culture in Brno

| Programmes | Department for Education and Culture in Prague: prices (CZK) |
|---|---|
| Lecture + tour | 80 |
| Workshop + tour | 85 |
| Sunday workshop for children | 50 |
| Programmes for the disabled | 10 |
| Terezín Memorial | 100 |
| Foreign-language groups | 160 |
| Seminars for students at the Department for Education and Culture | 90 |
| Seminars for students elsewhere | 70 |
| Seminars for teachers | 600 / 400 / 200 |
| Hire of rooms | 500 (Incl. VAT) |
| Programmes | Department for Education and Culture in Brno: prices (CZK) |
| Lecture | 40 |
| Workshop | 40 |
| Theatre | 50 |
| Visit to the local synagogue with detailed commentary | 40 |
| Visit to Jewish cemetery with detailed commentary | 40 |

Exhibitions on loan

Prices are set individually under separate agreements or on the basis of specific exhibition costs, including a pro-rata amount for the specialist work of the Museum's staff and external colleagues.

Handling fees

Handling fees

(CZK)



Services provided by the Development and PR Department

3 – Development and PR Department

Placing of advertisements on the museum's grounds

1. Information and Reservation Centre of the Jewish Museum in Prague

| | | |
|------|--|-------|
| 1.1. | Pocket dispenser for DL leaflets on the inside wall of the café – per year | 5,000 |
| 1.2. | Prezentace na obrazovce nad pokladnou – smyčka o délce 20 vteřin – 1 rok | 5,000 |

1. Maisel synagogue

| | | |
|------|---|-------|
| 2.1. | Presentation on the screen above the ticket desk – 20-second loop –per year | 5,000 |
|------|---|-------|

21% VAT will be added to each of the above prices.

