
Digitisation of study materials

One of the basic forms of support for students with visual impairment is the digitisation of study materials. A major advantage of a digitised text (university textbook, book, article, etc.) is that it can be transformed into audio form using a computer with the relevant software.

The texts are digitised mainly into **DOCX** or **PDF** format as agreed individually.

There are three sites at CU that provide this service. The main one is the Digitisation Centre as a part of the Carolina Centre (Centrum Carolina), which also provides a number of other services to students with visual impairment. Digitisation is carried out also at the libraries of the Faculty of Education and Protestant Theological Faculty (**not currently due to the reconstruction**). See further for more information about these centres.



Availability of earlier digitised literature

The books that were digitised at CU in the past, and can thus be provided in electronic form, are available:

- **with the help of the** DALETH **browser**
- **in the** DSpace **repository**
- **with the help of the** UKAZ **browser**

Digitised literature will be provided only to persons registered at the relevant library (Faculty of Education, Protestant Theological Faculty) or centre (Centrum Carolina). The student must also be registered on the list of students with specific needs.

At the Faculty of Education, the student will download the book from the library web using access acquired by registration. In the case of the Protestant Theological Faculty or Centrum Carolina the student must send in a request for the book by e-mail or phone call and the document will be sent to them via e-mail or data storage system, or saved directly to an e-reading device or USB flash drive.

Study materials in electronic form can be acquired also from other sources (university or non-university).

Request for digitisation

For digitisation requests, contact each digitisation center.

Digitisation centres at CU

1. Digitisation centre at Centrum Carolina

- this centre digitises books for all the faculties except the Faculty of Education and the theological faculties (Catholic Theological Faculty, Protestant Theological Faculty and Hussite Theological Faculty)

- other services:

- braille printing
- black proof copying, binding of printed materials
- advice on how to use the Study Information System (SIS) and search in the Central Catalogue and databases
- training courses on how to use computer technology
- typhlographic printing with a fuser – tactile thermoprinting
- reading room operations – possibility of using special software (JAWS, Zoomtext)
- information and counselling services for CU students and staff

<code><iframe src="https://www.google.com/maps/embed?pb=!1m18!1m12!1m3!1d2559.95943326152!2d14.422038616087322!3d50.08704637942687!2m3!1f0!2f0!3f0!3m2!1i1024!2i768!4f13.1!3m3!1m2!1s0x470b94e0b25e0bf%3A0x80aac0158d67426!2sQ2VsZXRuW6EgMjAsIDExMCAwMCBtdGFydw6kgTcSb5e0!3m2!1scs!2scz!4v1537781736838" width="350" height="250" frameborder="0" style="border:0" allowfullscreen></iframe></code>	Celetná 20, Praha 1 1st floor, room number 132a phone: 224 491 581 digitalizace@ruk.cuni.cz Web PhDr. Lenka Dobešová, Ph.D. lenka.dobesova@ruk.cuni.cz Bc. Veronika Kubíková veronika.kubikova@ruk.cuni.cz
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2. CU Protestant Theological Faculty

- digitisation of materials for students at the Protestant Theological Faculty, Catholic Theological Faculty and Hussite Theological Faculty

- other services:

- a Tieman Twinkle Bright magnifier is available in the library for magnifying printed materials (on Mondays and Fridays also by appointment at other than opening hours)
- printing of materials

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3. Central Library of the CU Faculty of Education

- digitisation of materials for Faculty of Education students

- other services:

- reading room – computer equipped with synthesised audio output and screen magnification software. There is also a magnifier camera to magnify printed materials.
- printing of materials

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