
Digitisation centre

The Digitisation Centre of the Carolina Centre is the main provider of services for students with visual impairments. The centre digitises materials for all faculties of Charles University, with the exception of the Faculty of Education (handled by the library of the faculty) and the theological faculties (handled by the library of the Protestant Theological Faculty).

Other workplaces providing digitisation can be found [here](#).

The main activity of the centre is the [digitisation](#) of materials for student with visual impairments. You can find out how to search in our collection [here](#). [Additional services](#) include printing in Braille, larger print, consultation, and counselling.

Current information:

1. Digitisation is only for registered students with special needs – moreover, the student **must have digitisation specified as a support measure in the diagnostic interview assessment** + a signed Declaration of Compliance with Copyrights (exceptionally, this declaration may now be made electronically upon request – lenka.dobesova@ruk.cuni.cz).
2. If the student is a registered user and we have the book in our collection (see the [Central Catalogue](#) – with Carolina Centre in the book description), we can send the book – use the following e-mail to order: lenka.dobesova@ruk.cuni.cz.
3. If we do not have the book – sometimes it can be difficult to access the book, so we cannot promise you that we can get it. However, you can send us a request and we will do our best to ensure that the book is digitised as soon as possible.?

Opening hours

Monday	12:00–16:00
Wednesday	12:00–16:00

Consultation by prior arrangement. Thank you for your understanding.

Other dates are possible by prior arrangement, please contact us at digitalizace@ruk.cuni.cz.

Printing is now limited to 2 000 pages per student per year. Quantities of material exceeding the limit can only be printed upon special request.

Use cloud storage to send large files.

Contacs

digitalizace@ruk.cuni.cz

PhDr. Lenka Dobešová, PhD.

Phone: 224 491 507

Mobil: 777 355 728

lenka.dobesova@ruk.cuni.cz

Address

Celetná 20, Praha 1

1. floor, door 150

phone: 224 491 581