
Digitisation

Digitisation for Charles University students

In order to digitise a book or to have access to an already digitised book, a student must be registered on the list of students with specific needs, registered at a library (Faculty of Education, Protestant Theological Faculty) or a centre (Carolina Centre), and must sign the Declaration of Compliance with Copyrights.

In the case of the Faculty of Education, students download the book from the library's web based on access acquired through registration. In the case of the Protestant Theological Faculty or the Carolina Centre, students request the book by e-mail or phone, and the document is sent via e-mail or data storage as soon as possible, or is saved directly to a reading device or flash drive.

Required study literature is digitized in particular, but also articles from professional journals and other study materials.

Digitisation for students of other universities and external users

Students of other universities or external users are not entitled to require digitisation of new books. They may only request already digitised books. They can be provided books after signing the Declaration of Compliance with Copyrights and submitting a disabled person's ID card. Both documents (the declaration and ID card) may be sent to the Digitisation centre by post.

Digitisation process

- The materials are processed based on the Rules for the Granting of Contributions and Subsidies to Public Universities by the Ministry of Education, Youth, and Sports in accordance with the Methodology for Editing Electronic Texts for Visually-Impaired Readers
- A student requests digitisation based on required or recommended study literature.
- A student brings the material for digitisation or agrees with a centre employee on borrowing the material.
- The material is always prepared in the shortest term possible. Nevertheless, we recommend placing orders as soon as possible due to the demanding nature of digitisation. The terms range from a few days (for short texts or converting to pdf) to several months (for large texts and complex or poorly accessible texts).
- Digitisation also includes the process of adaptation of the original text, i.e. a system of editorial modifications that will make the electronic source accessible to the target group while maintaining the maximum information value of the text.
- Preparation of an electronic document can take several forms, depending on the nature of the text and the user's requirements (the time it takes for the whole process also depends on what is used).
- Digitisation is carried out only by trained employees of the Digitisation Centre.
- All digitised materials are catalogued and made accessible through a public library interface (DSpace repository , CU Central Catalogue , Daleth)
- Digitisation services are provided to Charles University students who are registered and who have signed the Declaration of Compliance with Copyrights.