
Frequently asked questions

Where should I request digitisation?

If you are a student of the Faculty of Education, request digitisation at the digitisation centre of the library of the Faculty of Education. Students of the theological faculties can contact the library of the Protestant Theological Faculty. Students of all other faculties can place their requests in the Digitisation Centre of the Carolina Centre.

Where can I find digitised books?

You can find books via the [CU Central Catalogue](#), the [DSpace](#) repository, or [Daleth](#) search engine.

How do I acquire an already digitised book?

Currently, it is not possible to download books directly and you must request them by e-mail digitalizace@ruk.cuni.cz. You need to be registered at the specific digitisation centre first.

Can I request a book even if I am not studying at the Charles University?

Yes, you can. You must send a filled-in Declaration of Compliance with Copyrights, and a copy of your disabled person's ID card to our address. Students with special needs from Charles University, as well as other universities, or general public, who have a disabled person's ID card and have a visual impairment are entitled to digitised books. However, students from other universities or general public cannot request new digitisations.

Can I request the digitization of articles, study notes, etc.?

Yes. We can digitise any study literature that you need for your studies. For technical reasons, it is not possible to digitise hand-written texts.

What should I do if I can't find a book in the catalogue?

If a book is not in the catalogue, most likely it has not been digitised yet. If you study at Charles University, contact us via e-mail, and we can digitise the book for you. For external students and other users, digitisation is unfortunately not possible.

I have a problem with searching for books. Where can I get assistance?

We recommend using the three services mentioned in the second question. If you still can't find a book, you may arrange consultation with our centre, and learn how to work with the search engines, or ask an employee of the centre to find the book for you.