

## Regulation No 3/2016

The director of the organisation hereby issues a regulation defining the procedure of studying art history collections under the keeping of Olomouc Museum of Art, a state allowance organisation, which is obligatory for all tasks carried out after the effective date of this regulation.

Olomouc Museum of Art, state allowance organisation (further referred to as "MUO") hereby issues these

### RESEARCH RULES OLOMOUC MUSEUM OF ART – ARCHDIOCESAN MUSEUM KROMĚŘÍŽ

#### I. Initial provision

I.1. The art history collections of the Archdiocesan Museum Kroměříž are entered on the National Cultural Heritage List under registry No **51838 / 37-42266**. The complex of the art history collections consists of: **collection of paintings, collection of sculptures, collection of graphic works, collection of drawings, collection of coins, applied art collection, historic library and musical archive**. The collections belong to international cultural heritage, therefore a specific regime of their use is required. Researchers may study the collections and individual collection items under the conditions defined in the below articles of these Research Rules.

#### II. Study of art history collections

II.1. The researcher is obliged to arrange an exact term and specific requirements for his/her research visit with the respective MUO employee in advance. Researchers visiting without previous notice may be refused.

II.2. Prior to the visit, the researcher who wishes to study items from the art history collection must fill in the "Collection item study request form" (see Appendix 1 for a standard form). The form is also available in electronic form on the MUO website; in paper form it is available directly at the AMK.

II.3. Prior to presenting the requested materials the researcher shall enter his/her personal details in the book of research records and fill in the Researcher record form (see Appendix 2 for a standard Researcher record form). The requested materials will be provided upon the presentation of the required documents. The MUO employee supervising the researcher is entitled to check the identity of the researcher in his/her ID or valid passport, and shall oversee a proper observance of conditions defined in these Research Rules and other relevant internal MUO regulations.

II.4. MUO keeps the Researcher records for the purpose of protecting the collection and archival funds, ensuring compliance with the Research Rules as well as compliance with Act No 121/2000 Coll On copyright and related rights, as amended (referred to as the Copyright Act). MUO handles the personal data entered therein in accordance with Act No 101/2000 Coll On the protection of personal data, as amended.

II.5. Collection items can be studied at the study room only. The researcher is not entitled to enter any of the MUO depositories. In special cases the MUO director may grant an exception from this rule, especially if study is impossible outside the depository (e.g. if the items are too large or too heavy). These exceptional cases are ruled by the provision of the depository regime regarding the entry of authorised strangers to the depository, including the condition that any such visitor must be accompanied by the depository custodian, and with the obligation to enter the visitor's name in the depository record book.

II.6. During the study, the researcher shall adhere to all the conditions defined by the collection curator or depository custodian, such as using special protective gear, etc., to prevent any damage to the studied items and archival documents. When studying collection items, the researcher must always use clean white cotton gloves that she/he must bring in. No study of any collection items is possible without these protective gloves.

II.7. The researcher must work with utmost carefulness and gentleness when handling the collection items. Under any circumstances the items must not be damaged or impaired during the study, and the researcher must obey the instructions of the MUO employees regarding the handling of these items. The items must be returned in the same condition as when taken over by the researcher. Any potential damage or found change of condition must be immediately reported to the MUO employee who handed the item over or who is supervising the researcher. If failing to do so, the researcher may be held responsible for the found damage. The researcher shall cover the costs of the potential repair up to the actual costs, in case of permanent damage up to the cost declared by an authorized expert. The researcher is entitled to request a certificate that he/she handed over the item in the same condition in which it was taken over from MUO employee and MUO shall confirm this fact.

II.8. With the exception of MUO expert records, the researcher may, under the conditions given by the supervisor, use own reproduction technology to make copies for his/her personal study purposes. This is confirmed by signing the Agreement on use of photographic materials, which is attached hereto (see Appendix 3 for a standard form of the Agreement on use of photographic materials when using own reproduction technology). The researcher shall present this Agreement prior to the beginning of study to the MUO employee who performs the supervision. After the end of the study the researcher shall enter the number of reproductions made and their identification. It is forbidden to use cameras with a flash of any kind, and also all types of continuous scanners.

II.9. A filled and approved Researcher record does not replace an agreement with any other ways of using the MUO collection items, specialist documentation, expert records and archival materials, e.g. with reproduction, filming or photography or any other form of publishing. Such approval must be requested from the owner of the collection items, i.e. Archbishopric of Olomouc (see Appendix 4 and Appendix 5 for the standard Permission for publishing activities and Permission for research activities).

II.10. The researcher may only use the information gained through the study at MUO for the sole purpose stated in the Researcher record. In his/her scientific and other texts the researcher is obliged to duly refer to the owner and custodian of the collection, in this case to the Archbishopric of Olomouc – Archdiocesan Museum Kroměříž, to the relevant inventory number of the collection item, specialist documentation or record, or restorer's report, relevant archival files and



signature of the archival documents. The researcher shall notify MUO and Archbishopric of Olomouc with the bibliographic data of his/her text. After publishing, the author shall send one copy, free of charge, to the MUO library and one to the Heritage Conservation Department of the Olomouc Archbishopric.

II.11. The breaching of any of these duties stipulated herein, or stating of incorrect information may result in refusal of further study at MUO.

II.12. The curator of the respective collection or the custodian of respective depository is entitled to refuse to the researcher the study of collection items, specialist documentation, expert records and archival documents without stating a reason. The reasons may include a suspicion that the researcher is not genuinely and seriously interested in studying the collections or that he/she is under the influence of drugs, etc. The researcher may appeal to the MUO director or (as part of an appeal procedure) to the founder of the museum.

II.13. The consent with direct study may not be granted if the condition of the collection item does not allow it (i.e. if the collection items are provisionally stored at premises where handling could compromise their safety or physical state; if their state or character excludes any public presentation due to direct threat to their physical substance; if they are just being conserved or restored). In special cases (endangered musical sheets, old prints, drawings) the researcher will be allowed to study the collection items in the form of a digital copy at the study room.

### III. Making excerpts, copies, and reproductions

III.1. By receiving the approval for study the researcher also gains an approval for making own copies and excerpts. Upon request the organisation may make reproductions. These services may not be performed immediately, but within an agreed scope of time, within 2 months at the latest (depending on the number of materials requested) after the receiving of Permission for publishing activities or Permission for research activities that the researcher obtains from the owner of the collection, i.e. the Archbishopric of Olomouc (see Appendix 4, Appendix 5).

III.2. The custodian of the collection will make the reproductions upon a fee as defined in a valid pricelist of reprographic services. The pricelist is attached to these Research Rules as Appendix 6.

### IV. Final provisions

IV.1. The employees of Olomouc Museum of Art – Archdiocesan Museum Kroměříž are responsible for the observance of this regulation and are acquainted with its wording.

IV.2. The listed appendices form an inseparable part of these Research Rules.

IV.3. These Research Rules become valid and effective.

In Olomouc, the date of: 1.1.2016

.....  
Mgr. Michal Soukup, MUO Director

On the date of 4.1.2016 the following MUO employees working at AMK were acquainted with this regulation. Their names and signatures follow:

MARTINA MILAČKOVA, HEAD OF PROMOTION  
name, surname, function ARCHDIOCESAN MUSEUM  
DEPARTMENT signature

KATEŘINA FASTLOVÁ, CURATOR OF MUSICAL FOLKSONG  
name, surname, function ARCHIVES signature

CYRIL MEŠIČ, CURATOR OF LIBRARIES  
name, surname, function signature

VĚRŮ MILAČEK, ADMINISTRATOR  
name, surname, function OF DEPOSITARIES  
(FROM 1.2.2016) signature

MIROSLAV MEŠÁK, CURATOR OF COINS  
name, surname, function AND MEDALS  
COLLECTION,  
LIBRARIES signature

#### Attachments to the Research Rules:

- Appendix No 1: Collection item study request form
- Appendix No 2: Researcher record
- Appendix No 3: Agreement on use of photographic materials
- Appendix No 4: Permission for publishing activities
- Appendix No 5: Permission for research activities
- Appendix No 6: Pricelist of reprographic services





## RESEARCHER RECORD

Name and surname: .....

Day, month and year of birth: ..... Place of birth: .....

ID / passport No: ..... Tel: .....

Address: .....

Address of institution / employer: .....

Purpose of study: .....

The researcher received the following items to study:

inventory No: ..... author: ..... title: .....

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The researcher undertakes to observe the Research Rules at all the time of the study, to follow the instructions of the depository custodian or any other expert employee in charge, and to protect the collection items from any damage or impairment. Any potential damage or found change of condition must be immediately reported to the MUO employee who handed the item over or who is supervising the researcher. The researcher is liable for covering the costs of a potential repair up to the actual costs, in case of permanent damage up to the cost declared by an authorized expert. Researcher record does not replace an approval of reproduction and publishing of the collection items. Such approval must be requested from the owner of the collection items, i.e. Archbishopric of Olomouc (AO). The publishing of collection items falls under the jurisdiction of the Copyright Act, in all provisions, respectively. The researcher shall provide all the newly found facts about the collection items, free of any charges, for the purposes of MUO and collections owner – AO. The researcher agrees with the archiving of his/her provided personal data for the internal purposes of MUO under the conditions observing Act No 101/2000 Coll On the protection of personal data, as amended.

In Kroměříž, the date of: .....

.....  
signature of supervising MUO employee

.....  
researcher's signature

## AGREEMENT ON USE OF PHOTOGRAPHIC MATERIALS when using own reproduction technology

**LENDER:**

**OLOMOUC MUSEUM OF ART, state allowance organisation (MUO)**

Denisova 47, 771 11 Olomouc, tel.: 585 514 111, fax: 585 223 166

ID: 75079950, VAT No: not a VAT payer

**BORROWER:**

Name and surname: .....

ID / passport No: .....

Address: .....

Olomouc Museum of Art approves the use of personal research photographs of collection items stated on the list.

The borrower undertakes to:

- use the photographic documentation, taken by him/her, solely for study purposes
- if the researcher wishes to publish the photographs, he/she shall request an approval from the owner of the collections – the Archbishopric of Olomouc – and shall always refer to the owner of the documented collection item and its custodian – i.e. Archbishopric of Olomouc – Archdiocesan Museum Kroměříž
- The photographic materials must not be made available to a third party or used repeatedly without a previous approval of the Archbishopric of Olomouc.

In Kroměříž, the date of: .....

.....  
signature of supervising MUO employee

.....  
borrower's signature

Inventory No	Author	Title



**ARCIBISKUPSTVÍ OLOMOUCKÉ**  
Wurmova 9, P.O. Box. 193, 771 01 Olomouc

Please fill in your name and address:

Filled by: Arcibiskupství olomoucké (Archbishopric of Olomouc)

## Permission for publishing activities

Number: \_\_\_\_\_ By: \_\_\_\_\_ Phone No.: \_\_\_\_\_ In Olomouc, date: \_\_\_\_\_

Archbishopric of Olomouc agrees that the below signed claimer will be enabled to perform (only with acceptance of the official conditions):

- Enabling of taking photo documentation
- Take-over of photo documentation already made provided by the owner/administrator
- ....
- Publishing of the required photo documentation

Sincerely,

.....  
Vicar General of the Archbishopric of Olomouc

### General conditions for the realization of publishing activities:

1. This permission is valid only for the first publishing of the required photo documentation.
2. The photo documentation can be published only in the extent and for the purpose set below and not without the permission of the owner/administrator and the Archbishopric of Olomouc.
3. Archbishopric of Olomouc will receive ..... pcs. of the below stated publication immediately after its publishing, from this ..... pcs. for .....

### Conditions for the acquisition of the photo documentation:

1. Dates of the visit in the object are necessary to set before with the owner/ administrator (in case of churches with the pastor of the appropriate parish).
2. Pictures will be taken only with a presence of a person assigned by the owner/administrator, who will set his own conditions.
3. The claimer will be identified to the owner/administrator by his/ her ID or passport.
4. Photo documentation can be taken only within this permission (It is allowed to take pictures only of the objects that are included in this permission, in case that permission is given to the architecture of the building it is not allowed to take detailed pictures of the mobiliary).



**Conditions for the take-over of the photo documentation already made**

1. Dates of the photo documentation take-over are necessary to set in advance with the owner of the photo documentation.....who will set his own conditions.

**Specific conditions:**

**Filled by claimer:**

Name and surname/Name of the company:

Address:

Contact detail: (email, phone number)

**Purpose of the publishing, including the name of the publications:**

**Expected term of publishing:**

**Character of the publication<sup>1)</sup>:**

- commercial
- educational, non-profit
- advertising

**Edition amount:**

**I request<sup>1)</sup>:**

- Enabling of taking photo documentation
- Take-over of photo documentation already made provided by the owner/administrator

**The object of the publishing activities is<sup>2)</sup>:**

Building<sup>3)</sup>:

Object<sup>4)</sup>:

Assumed number of published photos:

Building:

Object:

Assumed number of published photos:

Building:

Object:

Assumed number of published photos:

**Fill in this form *Permission for publishing activities* and please send it by email to: [pamatky@arcibol.cz](mailto:pamatky@arcibol.cz).**

1) Mark.

2) If the amount of lines is not sufficient, please copy them to another page

3) Please specify in form: town, name of the building

4) Please specify the object (example. church architecture, paintings of a concrete painter etc.).



# ARCIBISKUPSTVÍ OLOMOUCKÉ

Wurmova 9, P.O. Box. 193, 771 01 Olomouc

Please fill in your name and address:

Filled by: Arcibiskupství olomoucké (Archbishopric of Olomouc)

## Permission for research activities

Number:

By:

Phone No.:

In Olomouc, date:

Archbishopric of Olomouc agrees that the below signed claimer will be enabled to perform (only with acceptance of the official conditions):

- Visiting the monument
- Enabling of taking photo documentation
- Take-over of photo documentation already made provided by the owner/administrator .....
- Studying the documentation of The National Heritage Institute (NPÚ)

Sincerely,

.....  
Mons. Josef Nuzík  
Vicar General of the Archbishop of Olomouc

### General conditions for the realization of research activities:

1. The period of validity of this agreement is three months from the date of its issuance.
2. Dates of the visit in the object are necessary to set before with the owner/ administrator (in case of churches with the pastor of the appropriate parish).
3. Pictures will be taken only with a presence of a person assigned by the owner/administrator, who will set his own conditions.
4. The claimer will be identified to the owner/administrator by his/ her ID or passport.
5. Photo documentation can be taken only within this permission (It is allowed to take pictures only of the objects that are included in this permission, in case that permission is given to the architecture of the building it is not allowed to take detailed pictures of the mobiliary).

### Conditions for the take-over of the photo documentation already made:

1. Dates of the photo documentation take-over are necessary to set in advance with the owner of the photo documentation ..... who will set his own conditions.

Telephon  
+420 587 405 437

Fax:  
+ 420 587 405 433

E-mail  
pamatky@arcibol.cz

IČO  
00445151

**Specific conditions:**

**Filled by claimer:**

Name and surname/Name of the company:

Address:

Contact detail (email, phone number):

**Purpose and subject of research activities:**

**Expected term of completion of research activities:**

**The research activities will include:<sup>1)</sup>**

- visiting the monument
- taking photo documentation
- take-over the photo documentation already made provided by the owner/administrator
- studying the documentation of The National Heritage Institute

**The object of the research activities is<sup>2)</sup>:**

Building<sup>3)</sup>:

Object<sup>4)</sup>:

Assumed number of published photos:

Building:

Object:

Assumed number of published photos:

Building:

Object:

Assumed number of published photos:

Building:

Object:

Assumed number of published photos:

**Fill in this form *Permission for research activities* and please send it by email to: [pamatky@arcibol.cz](mailto:pamatky@arcibol.cz).**

1) Mark

2) If the amount of lines is not sufficient, please copy them to another page

3) Please specify in form: town, name of the building

4) Please specify the object (example: church architecture, painting by a specific artist etc.)



## PRICELIST OF REPROGRAPHIC SERVICES

Types of reprographic services by the use of the documents:

1.

Flat prices for digitization of documents (musical manuscripts and prints):

1 copy	CZK 15 / EUR 0.6
1 DVD	CZK 20 / EUR 0.7

The standard quality of the photographs is 200 dpi. The dpi can be increased upon request at a fee of CZK 20 / EUR 0.7 per each 100 dpi per photo.

All the copies are made for the **researcher's study purposes only**. The reproduction approval fees do not cover the use of the photographs for scientific purposes (scientific and expert journals, proceedings, special studies, monographs, editions, exhibition catalogues).

2.

An "Approval of collection item reproduction" must be requested from the owner of the collections – Archbishopric of Olomouc – and with MUO to grant the publishing of the digital documentation of the collection items.

Reproduction approval fee:

reproduction	CZK 500 / EUR 19
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3.

The order is always placed for an agreed quantity of reproductions as stated on the "Collection item study request form" and after the presentation of the approval of the collections owner – Archbishopric of Olomouc – with the publishing activity or with just research activity. After the presentation of the documents as requested in the Research Rules the applicant receives an invoice for the agreed number of copies. After the transfer of the money the applicant receives the ordered data. Upon the applicant's request the data recording can be sent by standard mail services of the Czech Post – in such cases a postage and packing fee upon a currently valid pricelist of the Czech Post is added to the overall cost.