

## **Appendix 1**

### **Rules of making digital copies in the Cathedral's Library of Kalocsa**

Digital copies of the documents of the library's own collection can be made by personal cameras following these rules:

1. Documents published prior to 1850 cannot be photographed. Digitization of these documents can be requested.
2. Documents published after 1850 can be photographed only with the supervision of a librarian and upon receipt of written permit.
3. Readers must give a statement that photographs are for scientific research, personal study purposes or for personal use and are subject to the guidelines set in the Copyright Act. Photographs cannot be published.
4. Photographs can only be taken after having purchased a daily photograph ticket.
5. Photographs can only be taken in areas designated by librarians and without disturbing other readers.
6. The library retains the right to refuse any request for photographing the documents due to preservation reasons. In such case, the reader might request for a digital copy of the document if the condition of the document allows it.
7. Photographs can be made in a resolution of up to 300 dpi. Readers must give their written consent to follow this regulation.
8. No flash is allowed.
9. In case of any damage caused by the reader, it is the reader's responsibility to reimburse any repair costs.
10. Price of a daily photo ticket: 500 HUF.

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