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# Methodological Resources

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<style> .service-button-large a { font-size: 2em; } .service-button { border: 1px solid rgb(204,44,50); display: block; text-align: center; vertical-align: middle; padding: 12px 24px; background: rgb(204,44,50); } .service-button a span { vertical-align: middle; } .service-button a, .service-button-large a { color: #ffffff; text-decoration: none; display: block; transform: scale(1); transition: transform 100ms ease; } .service-button:hover a, .service-button-large:hover a { transform: scale(1.10); transition: transform 100ms ease; } .services-container { display: flex; flex-direction: row; justify-content: center; flex-wrap: no-wrap; max-width: 555px; box-shadow: 0 2px 5px 0 rgba(0, 0, 0, 0.26); } .services-container .service-button-large { border: 1px solid #cc2c32; display: inline-block; text-align: left; vertical-align: middle; padding: 12px 24px 12px 32px; background: #cc2c32; width: 100%; } .services-container div { width: 100%; } .service-picture { justify-content: center; max-width: 200px; } .services-container img { width: 200px; } .service-text { overflow-wrap: break-word; white-space: normal; word-wrap: break-word; padding-top: 5px; padding-left: 5px; padding-right: 5px; } .service-button-div { position: relative; bottom: 0px; padding-top: 5px; padding-bottom: 5px; } .service-text-para { max-width: 555px; word-wrap: break-word; overflow-wrap: break-word; width: 100% } .leftMainNav > ul > .inactiveMenu:last-of-type a:after { content: ""; width: 0.800em; height: 0.800em; margin-left: 4px; background-image: url("data:image/svg+xml,%3Csvg xmlns='http://www.w3.org/2000/svg' width='16' height='16' fill='currentColor' viewBox='0 0 16 16'%3E%3Cpath fill-rule='evenodd' d='M8.636 3.5a.5.5 0 0 0-.5-.5H1.5A1.5 1.5 0 0 0 4.5v10A1.5 1.5 0 0 0 1.5 16h10a1.5 1.5 0 0 0 1.5-1.5V7.864a.5.5 0 0 0 1.5.5h-10a.5.5 0 0 0 1.5-.5v-10a.5.5 0 0 1 .5-.5h6.636a.5.5 0 0 0 .5-.5z/%3E%3Cpath fill-rule='evenodd' d='M16 .5a.5.5 0 0 0-.5-.5h-5a.5.5 0 0 0 1h3.793L6.146 9.146a.5.5 0 1 0 .708.708L15 1.707V5.5a.5.5 0 0 0 1 0v-5z/%3E%3C/svg%3E"); background-position: center; background-repeat: no-repeat; background-size: contain; display: inline-block; } .mainNavHolder .mainNav ul li:first-of-type div.submenu ul li:nth-last-of-type(2) a:after { content: ""; width: 0.800em; height: 0.800em; margin-left: 4px; background-image: url("data:image/svg+xml,%3Csvg xmlns='http://www.w3.org/2000/svg' width='16' height='16' fill='currentColor' viewBox='0 0 16 16'%3E%3Cpath fill-rule='evenodd' d='M8.636 3.5a.5.5 0 0 0-.5-.5H1.5A1.5 1.5 0 0 0 4.5v10A1.5 1.5 0 0 0 1.5 16h10a1.5 1.5 0 0 0 1.5-1.5V7.864a.5.5 0 0 0 1.5.5h-10a.5.5 0 0 0 1.5-.5v-10a.5.5 0 0 1 .5-.5h6.636a.5.5 0 0 0 .5-.5z/%3E%3Cpath fill-rule='evenodd' d='M16 .5a.5.5 0 0 0-.5-.5h-5a.5.5 0 0 0 1h3.793L6.146 9.146a.5.5 0 1 0 .708.708L15 1.707V5.5a.5.5 0 0 0 1 0v-5z/%3E%3C/svg%3E"); background-position: center; background-repeat: no-repeat; background-size: contain; display: inline-block; } .mainNavHolder .mainNav ul li:last-of-type a:after { content: ""; width: 0.800em; height: 0.800em; margin-left: 4px; background-image: url("data:image/svg+xml,%3Csvg xmlns='http://www.w3.org/2000/svg' width='16' height='16' fill='currentColor' viewBox='0 0 16 16'%3E%3Cpath fill-rule='evenodd' d='M8.636 3.5a.5.5 0 0 0-.5-.5H1.5A1.5 1.5 0 0 0 4.5v10A1.5 1.5 0 0 0 1.5 16h10a1.5 1.5 0 0 0 1.5-1.5V7.864a.5.5 0 0 0 1.5.5h-10a.5.5 0 0 0 1.5-.5v-10a.5.5 0 0 1 .5-.5h6.636a.5.5 0 0 0 .5-.5z/%3E%3Cpath fill-rule='evenodd' d='M16 .5a.5.5 0 0 0-.5-.5h-5a.5.5 0 0 0 1h3.793L6.146 9.146a.5.5 0 1 0 .708.708L15 1.707V5.5a.5.5 0 0 0 1 0v-5z/%3E%3C/svg%3E"); background-position: center; background-repeat: no-repeat; background-size: contain; display: inline-block; } @media (max-width: 600px) { .services-container { flex-direction: column; } .services-container div { width: 100%; } .services-container img { width: auto; } } </style>
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The Charles University Digitization Centre is working to standardize document digitization procedures across all university faculties. Methodological materials for various types of digitization activities are available for download after logging in with your university email and password on the Microsoft Sharepoint platform.

The digitization methodology for faculties and other Charles University departments is publicly available without the need to log in.

Other methodological materials are available after logging in with your Charles University username and password. After clicking on the "Get access" link, you will be redirected to the login form. After entering valid university email address and logging in with Charles University username and password, the relevant methodological resource will be displayed.

**Please note:** most resources are written in Czech.

## Digitization Methodology for Faculties and Other Departments of Charles University

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<div class="services-container cantainer-fluid"> <div class="service-text"> <h4 style="margin-top:0px;max-width:555px;width:100%;">Digitization Methodology</h4> <p class="service-text-para" style="max-
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width:555px;width:100%;">The current version of the document digitization methodology for faculties and other departments of Charles University. The methodology is publicly available for download. To view it, click on the "Open" button.</p> <div class="service-button-div" title="Open - Digitization methodology for faculties and other departments of Charles University"> <button class="service-button"> <a target="\_blank" href="https://digitalizace.cuni.cz/DKU-137-version1-metodika\_digitalizace\_\_21.pdf" class="service-button" id="myBtn"> <span class="glyphicon glyphicon-download" style="font-size: initial; color:#ffffff; font-weight: normal; " aria-hidden="true"></span> Open</a> </button> </div> </div>

<div class="services-container container-fluid"> <div class="service-text"> <h4 style="margin-top:0px;max-width:555px;width:100%;">Digitization Process Diagram</h4> <p class="service-text-para" style="max-width:555px;width:100%;">Graphical representation of the document digitization process at Charles University, providing a basic overview of the individual processes and their interrelationships.</p> <div class="service-button-div" title="Open - Digitization process diagram"> <button class="service-button"> <a target="\_blank" href="https://digitalizace.cuni.cz/DKUEN-31-version1-prubeh\_digitalizace\_uk\_schema\_en.jpg" class="service-button" id="myBtn"> <span class="glyphicon glyphicon-download" style="font-size: initial; color:#ffffff; font-weight: normal; " aria-hidden="true"></span> Open</a> </button> </div> </div>

<div class="services-container container-fluid"> <div class="service-text"> <h4 style="margin-top:0px;max-width:555px;width:100%;">Design of the Charles University Digital Library Kramerius</h4> <p class="service-text-para" style="max-width:555px;width:100%;">A conceptual document summarizing the principles of content creation for the Charles University digital library <a href="http://kramerius.cuni.cz" target="\_blank">Kramerius</a>. The document is available to Charles University employees after logging in.</p> <div class="service-button-div" title="Get access - Design of the Charles University Digital Library Kramerius"> <button class="service-button"> <a target="\_blank" href="https://cunicz.sharepoint.com/:b:/s/Intranet\_knihovny\_UK/EUI0e5aKCp9OiUMDz-SVXvEB19oYvZZa--\_Bp72He-QtgQ?e=fVoaci" class="service-button" id="myBtn"> <span class="glyphicon glyphicon-download" style="font-size: initial; color:#ffffff; font-weight: normal; " aria-hidden="true"></span> Get access</a> </button> </div> </div>

## Out-of-Commerce Works

<div class="services-container container-fluid"> <div class="service-text"> <h4 style="margin-top:0px;max-width:555px;width:100%;">Guidelines for Adding a Document to the Out-of-Commerce List</h4> <p class="service-text-para" style="max-width:555px;width:100%;">Guidelines for adding titles to the out-of-commerce list via the designated <a target="\_blank" href="https://sdnnt.nkp.cz/">web application</a>. These guidelines are available to Charles University employees after logging in.</p> <div class="service-button-div" title="Get access - Guidelines for Adding a Document to the Out-of-Commerce List"> <button class="service-button"> <a target="\_blank" href="https://cunicz.sharepoint.com/:b:/s/Intranet\_knihovny\_UK/IQB\_hqeyyaMgS7FUA1LdOiLUAdRmhgv2LAUQdPw7ifAOACw" class="service-button" id="myBtn"> <span class="glyphicon glyphicon-download" style="font-size: initial; color:#ffffff; font-weight: normal; " aria-hidden="true"></span> Get access</a> </button> </div> </div>