



**TRANSILVANIA UNIVERSITY OF BRAŞOV**

**LIBRARY OF THE UNIVERSITY**

**PUBLISHING HOUSE OF *TRANSILVANIA* UNIVERSITY OF BRAŞOV**

**REGULATION  
OF ORGANIZATION AND FUNCTIONING  
OF THE PUBLISHING HOUSE OF *TRANSILVANIA* UNIVERSITY  
BRAŞOV**

**Approved by the Senate of the University  
.....2011**

**Braşov, 2011**

**TRANSILVANIA UNIVERSITY OF BRAȘOV – UNIVERSITY LIBRARY**  
**PUBLISHING HOUSE OF TRANSILVANIA UNIVERSITY OF BRAȘOV**

**REGULATION**  
of organization and functioning

**PREAMBLE**

The **Regulation of organization and functioning herein** comprises the regulations of the Publishing House, in its relations with the University, Library, authors and external collaborators and, generally, in its relations with the social, economic and cultural environment whereto it pertains.

**GENERAL DISPOSITIONS**

The Publishing House of *Transilvania* University of Brașov (hereafter named the Publishing House) is a publishing house with no juridical person, which functions as service in the framework of the Library of *Transilvania* University of Brașov. The Publishing House of *Transilvania* University of Brașov was set up by the order 28221/1993 of the Ministry of Education and is CNCSIS accredited according to the address no. 1615 of the 29<sup>th</sup> of May 2002.

**The Regulation of organization and functioning** has been elaborated on the basis of the following documents:

1. Law of the Libraries, no. 334/ 31.05.2002, republished, with the subsequent modifications and completions.
2. Law as regards the constitution, organization and functioning of the Legal Deposit of Documents, regardless of their support, no. 111/1995, republished in Romania's Official Monitor, Part I, no 119/ the 7<sup>th</sup> of February 2005.
3. Law as regards the constitution of the Collection for the Support of the Libraries within Education, no. 205/2001, for the approval of the Government's Ordinance no. 84/1998.
4. Law of national education, no. 1/2011, published in Romania's Official Monitor, Part I, no. 18/10<sup>th</sup> of January 2011.
5. Law no. 8/1996 as regards the copyright and its related rights, completed through the Law no. 285/2004.
6. Law no. 186/2003 as regards the support and promotion of written culture.
7. Status of didactic staff – Law no. 128/1997.
8. Labour Code updated through the Law no. 40/ 18th of May 2011.
9. OMEC no. 3944 / 01.05.2003 as regards the frame Regulation for the functioning of the university libraries within the national system.
10. Charter of *Transilvania* University of Brașov.
11. Regulation of organization and functioning of *Transilvania* University of Brașov.
12. Regulation of organization and functioning of the Library of *Transilvania* University of Brașov

## I. MISSION AND OBJECTIVES

**Art. 1 Mission** of the Publishing House of *Transilvania* University of Braşov is supporting the educational process, the scientific research and the cultural-artistic creation through promoting the fundamental values of knowledge.

**Art. 2 Specific objectives** of the Publishing House of *Transilvania* University of Braşov are:

1. Supporting the educational process through the development of the publication collection from the fields of the university study programs;
2. Promotion of editing magazines and conference proceedings in order to raise the publication collection to the support of scientific research;
3. Promotion of the cultural-artistic values from the geographical area of influence, so as to create valuable connections between the university environment and the social, economic and cultural environment on local, national and international level;
4. Effectuation of evidence and editing services of the reprography works for the Rector's Office, Faculties, Departments and Library.

## II. ACTIVITIES, ORGANIZATION AND RELATIONS

**Art. 3** The Publishing House is a distinct service within the Library of *Transilvania* University of Braşov, which cumulates the following activities:

- a) editorial component comprises the selection, proposal and preparation for being issued of the publications – books and periodicals that may obtain ISBN/ISSN according to Appendix 1, from the **fields**:

- Engineering sciences
- Exact sciences
- Economic and juridical sciences
- Sciences of education
- Medicine
- Philology
- Music
- Sport. Tourism
- History. Geography. Biographies

The editorial component includes the following **phases**:

1. taking over the manuscript from the author in printed or electronic format;
2. analysis of the work and its framing within the fields of the Publishing House – peer-review and granting of the imprimatur on the collection;
3. contract clinching for the work;
4. granting the imprimatur on the form and handing over towards the Typography for multiplication;
5. taking over the print from the Typography and delivery to the author;

b) Marketing for promoting the edited publications comprises:

- Market research;
- Participation in field-related fairs and exhibitions;
- Collaboration with *Transilvania* bookshop;
- Collaboration with other publishing houses and bookshops.

c) Ensuring the relation with Romania's National Library and with other libraries

**Art. 4** The Publishing House is a Service within the Library of *Transilvania* University of Braşov, whose management approves and coordinates the deployment of the activity. The staff of the Publishing House has the same categories of rights and obligations as the staff of the other services and offices within the Library. The activity of the Publishing House is coordinated by a head of service, designated following a competition organized by the management of *Transilvania* University of Braşov and appointed by the Rector of the University. The head of service is directly subordinated to the director of the Publishing House. The head of service and the director of the Publishing House are supported in their management activity by the **Scientific Council of the Publishing House**, which is the same with the one of the Library. The members of the Scientific Council of the Library, respectively of the Publishing House, are designated by the Professorial Council of the Faculties in the framework of *Transilvania* University of Braşov.

The multiplication and printing are achieved under the direct coordination of the Library's director.

The **Management of the Publishing House**, supported by the **Scientific Council of the Publishing House** has the following attributions:

- it defines and promotes the editorial policy of *Transilvania* University of Braşov;
- it approves the editorial releases on the basis of the annual editorial Plan elaborated by the faculties;
- it solicits and verifies the peer-reviews elaborated by specialized reviewers for every editorial release (at least one of the reviewers must be active member of the teaching staff of *Transilvania* University of Braşov), in accordance with the science branch whereto it pertains. A minimum of two such peer-reviews will be obtained by the author and submitted to the Publishing House once with the manuscript (2<sup>nd</sup> phase of the editorial component). If the reviewers deem the work not to be of adequate academic level that should recommend it for being published within the Publishing House, this fact will be communicated in writing to the author, also attaching copies of the peer-reviews. The manuscript and the reviews in original are kept in the archives of the Publishing House.

**Art. 5** In view of the approval of an editorial release, the volume authors/coordinators/persons in charge submit to the **Management of the Publishing House**, the following documents:

- written solicitation from the volume author/coordinator/person in charge, with the following data:  
author/coordinator/person in charge,  
complete title,  
description of the publication content,

two scientific reviewers,  
proposed print,  
field of interest wherein it frames (the Publishing House reserves its right to verify and authorize the work framing within the field);

- description of the main technical data of the work to be edited, the planned issuing term and the financing sources;
- manuscript, cover and possible appendices, in printed or electronic format;
- a minimum number of peer-reviews, according to the specifications from art. 4;
- approval from the faculty/department/chair that patrons the science branch whereto the work pertains (for university textbooks).

**Art. 6** To the purpose of a good functioning of the Publishing House, every faculty will collaborate with the **Management of the Publishing House** and with the **Scientific Council of the Publishing House** for the achievement of the editorial annual plans, which will be submitted to the Publishing House at the latest by the 1<sup>st</sup> of December, for the next calendar year. After their centralization, the editorial board will draw up and approve the annual editing plan, split on trimesters.

**Art. 7** Between the Publishing House and the author of the work, a **Contract** will be signed, as regards editing and printing the publication (Appendix 4).

**The price reports** (the calculation estimates are elaborated in line with the methodology and tariffs approved by the Senate of the University), accepted by the author together with the Author's Declaration (Appendix 2) and the Agreement of Collaboration for Periodical Publications, where necessary (Appendix 3), are appendices to the Contract and integrant part of its content.

The delivery of the multiplied copies to the author is done through handover Minutes (Appendix 5).

**Art. 8** The head of the Publishing House Service will settle together with the authors the format of the works (A4, A5, B5 etc) which will be achieved in the Publishing House. The editing format also refers to the composition of the cover, to the title page, to the page comprising the reference information (contact data of the Publishing House and of the Typography, specialized reviewers, other responsibilities, CIP Description etc).

**Art. 9** For the accreditation of the Publishing House of *Transilvania* University of Braşov by the National Research Council (CNCS), the management of the Publishing House is under obligation to permanently ensure the fulfilment of the evaluation criteria and indicators, as well as of the required eligibility conditions<sup>1</sup>.

To this purpose, the following criteria will be promoted:

- ISBN-bearing publications in prints of minimum 100 copies;
- agreements as regards editing ISSN-bearing publications, quoted as well as possible and with multi-annual continuity;
- attractive web page, with complete information, updated in useful time, listed in international search engines (managed by the Automation Department through the disposition of the Library Management);

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<sup>1</sup> The content of art. 9 will be updated and adapted once with the official criteria of CNCS.

- participation with the most valuable editorial productions in the national circuit of the theme-related scientific manifestations, to the purpose of improving its visibility and impact on the editorial market.

**Art. 10** The Publishing House presents in front of the Senate of *Transilvania* University of Braşov, an annual Report upon the deployed activity and likewise reports whenever solicited by the Senate Board of *Transilvania* University of Braşov.

### **III DISSEMINATION AND DISTRIBUTION OF THE WORKS**

**Art. 11** The distribution of the print of the works ordered at the Publishing House of *Transilvania* University of Braşov is done in accordance with the legal regulations in force and the contract with the author, according to Appendix 2 (Author's Declaration) or Appendix 3 (Agreement of Collaboration for Periodical Publications).

**Art. 12** The work launching and dissemination, when the author or the Publishing House deems this to be opportune, is achieved by the author of the publication, in collaboration with the management of the Publishing House. The work presentation and launching is achieved through specific advertising actions, effected, on one hand, by the author and, on the other hand, by the Publishing House in collaboration with the Library of *Transilvania* University of Braşov (inclusion in the bibliographical bulletin, catalogues, Internet display, other advertising materials) in view of possible orders.

### **IV. FINAL DISPOSITIONS**

**Art. 13** The regulation herein will enter into force once with its approval by the Senate of *Transilvania* University of Braşov. The subsequent modifications may be done with the approval of the same management forum of *Transilvania* University of Braşov.

Approved in the Senate of Transilvania University of Braşov,  
from the date of .....

Rector Prof. Dr. Eng. Ion VIŞA

Jurist

Director of the Library,  
Director of the Publishing House,  
Prof. Dr. Eng. Elena HELEREA