

APPROVED

23 December 2022 Rector's Order No. 22/1.1-3/158

## RISEBA Procedures for the Publication and Circulation of Books

### 1. General Provisions

- 1.1. To promote the creation of intellectual output, RISEBA supports the publication of academic monographs as well as other books (academic, popular science, art, etc.).
- 1.2. These Regulations set out the procedures for the publication, storage and record-keeping of RISEBA books.
- 1.3. Terms used in the Regulations:
  - **RISEBA Scientific Committee** – a collegial body of RISEBA scientists and Researchers that manages and coordinates scientific and research activities at RISEBA.
  - **Scientific monograph** – a scientific **book** written by one to three authors and published as a separate edition, dedicated to a single scientific topic or problem, which has been peer-reviewed and is internationally available in scientific information repositories, and contains a bibliography and an abstract in a foreign language.
  - **Manuscript** – the original text of a work intended for publication in a computer-typeset format.
  - **Author** – a RISEBA researcher, research group or collaboration partner who produces a new creative work.
  - **HOP** – a staff self-service portal through which documents are coordinated and approved.
  - **Namejs** – RISEBA's document and workflow management system.
  - **ISBN number** – ISBN (*International Standard Book Number*) is a unique identifier for books and other publications used in retail, library systems and catalogues.

### 2. Publication procedure

- 2.1. To initiate the book publication process, the author submits the completed manuscript to the RISEBA Scientific Committee for review.
- 2.2. The Scientific Committee appoints a reviewer. At a meeting of the Scientific committee, the reviewer presents their Review of the book. Two external reviewers are invited for a scientific monograph.
- 2.3. The members of the Scientific Committee make a decision on the publication of the book. The Rector's Office is informed of the Scientific Committee's decision and prepares an Order for the publication of the book.
- 2.4. The order must specify the following information: print run, distribution of copies by purpose of use, retail price, and the person responsible for the specific book;
- 2.5. The author shall submit the cost estimate (Annex 1) to the Head of the Research Department and the Director of Finance for approval. Once approved, it shall be endorsed by the Vice-Rector for Research.
- 2.6. The book is published in accordance with the Rector's Order and the cost estimate.
- 2.7. The Director of Finance sets the retail price of the book.
- 2.8. The Rector's Office shall forward the Rector's Order for the publication of the book to the accounts department and the Library.

### 3. ISBN registration

- 3.1. Each book published by RISEBA is assigned an ISBN number issued by the National Library of Latvia. The ISBN number is registered once the book is ready for publication (i.e., the approved printed or electronic layout is ready).
- 3.2. ISBN registration is carried out by a member of staff from the Research department, at the author's request, upon submission of the necessary information to the Research department (book title, planned print run and publication date, book abstract of up to 100 characters, etc.).

### 4. Receipt and circulation of books

- 4.1. The author or another responsible person at RISEBA receives the books and the delivery note. The delivery note and other documents related to the publication of the book (layout, editing, etc.) are submitted to the accounts department for approval and payment. Invoices are approved in the HOP system.
- 4.2. The entire print run of the book is delivered to the Library. Five copies from the total number are added to the Library's collection, whilst the remaining copies are stored in the book warehouse. (Person responsible: the Head of the Library).
- 4.3. The Head of the Library submits the required number of copies to the National Library of Latvia in accordance with the regulatory documents of the Republic of Latvia. The books are handed over with a handover certificate in duplicate. One copy remains at the National Library of Latvia, the other is submitted to the accounts department. (Annex 2)
- 4.4. Upon request, copies intended for sale are issued by the Head of the Library/librarian; the accounts department prepares a sales delivery note.
- 4.5. Copies intended for marketing purposes are issued by the Head of the Library/librarian from the book collection store; the information is forwarded to the Accounting Department.
- 4.6. The accounts department prepares an internal transfer document for the transfer of books from the book stock warehouse to another department (e.g. the Faculty of Architecture). The document – the Work Handover-Acceptance Certificate – must be approved and signed in the Data Management System Namejs. The heads of the relevant departments must approve the P/N document.
- 4.7. Any remaining books are returned to the book stock warehouse, and the accounting department is notified, which then prepares a Work Handover-Acceptance Certificate report on the return of the books. The document must be approved and signed in the Data Management System Namejs. The heads of the relevant departments must approve the P/N report.
- 4.8. If books are donated, the donor must submit donation certificates to the accounts department within 30 calendar days so that the books can be written off (e.g. Faculty of Architecture) (Annex 3).
- 4.9. At least once a month, the Head of the Library shall provide the accounts department with information regarding changes to the book collection stock.
- 4.9. The Head of the Library, together with an accounting staff member, carries out an inventory of the book collection stock once a year between May and August.

#### Annexes:

1. Sample book publication estimate;
2. Sample transfer-acceptance certificate for mandatory copies;
3. Sample donation handover certificate

**Publication estimate for the monograph/book "Book title."**

Expected publication date: DD.MM.YYYY

Estimate No.: (T.....)

<b>Budget items</b>	Price, EUR	See	Amounts, EUR		VAT, EUR	Amount including VAT, EUR	<b>Notes</b>
	per unit		excl. social security contributions	including social security contributions		including social security contributions	
<b>1. INCOME</b>							
1.1. Sale of the monograph	0	0	0		-	0.00	Service invoice amount including VAT
<b>TOTAL INCOME</b>			-	-	-	-	
<b>2. EXPENDITURE</b>							
2.1. Editing services (invoice)	-	-	-	-	-	-	Service invoice amount including VAT
2.2. Design development (invoice)	-	-	-	-	-	-	Service invoice amount including VAT
2.4. ISBN order (invoice)	-	-	-	-	-	-	Service invoice amount including VAT
2.5. Printing costs, hardback/paperback (invoice)	-	-	-	-	-	-	Invoice amount for the service, including VAT
2.6. Creation of the monograph's content (royalties to the author)	-	-	-	-	-	-	AUTHOR'S CONTRACT
2.7. Monograph reviewer (royalties)	-	-	-	-	-	-	AUTHOR'S CONTRACT
2.8. Assigning a DOI to a book	-	-	-	-	-	-	Invoice amount for the service, including VAT
2.9. Translation (invoice if required)	-	-	-	-	-	-	Invoice amount for the service, including VAT

2.10. Proofreading of monographs			-	-	-	-	Total amount of the service invoice including VAT
<i>Subtotal</i>						-	

<b>2.6. Additional costs</b>							
2.6.1. Leave for administrative staff			-	-	-	-	
2.6.2. Leave for academic staff members			-	-	-	-	
<b>TOTAL EXPENDITURE</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
Contingency	Of expenditure	2%				0.00	
<b>Including unforeseen expenses</b>					<b>0.00</b>	<b>0.00</b>	- <i>excl. VAT</i>
<b>Revenue</b>					<b>0.00</b>	<b>0.00</b>	- <i>excl. VAT</i>
<b>DIFFERENCE BETWEEN INCOME AND EXPENDITURE</b>					<b>Excluding VAT</b>	<b>0.00</b>	<b>0.0%</b> <i>profitability</i>

Prepared by: \_\_\_\_\_

Approved by: \_\_\_\_\_  
 Head of Research  
 Department

Approved by: \_\_\_\_\_  
 Director of Finance

Approved by: \_\_\_\_\_  
 Vice-Rector for Science



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## Deed of Acceptance and Transfer of Donation

Riga,

on \_\_.\_\_\_\_. 202\_\_

This certificate is issued to confirm that RISEBA University of Applied Sciences is donating the book

**Book title:** \_\_\_\_\_

**Author(s):** \_\_\_\_\_

**Year of publication:** \_\_\_\_\_

**Hardback/paperback:** \_\_\_\_\_

**ISBN:** \_\_\_\_\_

**Number of copies donated:** \_\_\_\_\_

Fee (RISEBA):

\_\_\_\_\_  
(first name, surname)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(telephone number)

\_\_\_\_\_  
(email address)

Accepted by (Library):

\_\_\_\_\_  
(Library name)

\_\_\_\_\_  
(first name, surname)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(telephone number)

\_\_\_\_\_  
(email address)

