	TIP DOCUMENT:		Cod: P 0P 04.02
	PROCEDURA DE EDITARE/MULTIPLICARE		Exemplar nr.:
			Fila : 02 / 0
TITLUL: IDENTIFICAREA PROCESELOR			
Elaborat	Avizat	Aprobat	
Departamentul Bibliotecă	CEAC	SENAT	

1. The purpose of the procedure

The present procedure establishes the activities meant to ensure:

- The carrying out of the annual publishing plan based on the proposal advanced by the faculties and departments of UVT
- The publishing of academic instruction and scientific books;
- The word processing and editing of various materials brought for multiplication;
- The multiplication of internal standardized forms;
- The binding and compacting of various books.


2. The domain of application of the procedure

The procedure refers to all the operations involved in the unfolding of the activities of „Valahia University Press” Publishing House and of the Multiplication Compartment, including editing, printing, multiplication and binding, as well as operations auxiliary to the technological process, such as: setting the costs of materials; drawing up memos concerning the supplies of consumable materials

Definitions and abbreviations

3.1. Definitions:

Requirement - declared need or expectation, generally implicit or obligatory

	TIP DOCUMENT:		Cod: P OP 04.02
	PROCEDURA DE EDITARE/MULTIPLICARE		Exemplar nr.:
			Fila : 02 / 0
TITLUL: IDENTIFICAREA PROCESELOR			
Elaborat	Avizat	Aprobat	
Departamentul Bibliotecă	CEAC	SENAT	

Management system – system setting out the objectives and regulating the policy of fulfilling those objectives

Quality control – component part of quality management, concentrated on meeting the quality requirements

Quality assurance - component part of quality management, concentrated on guaranteeing the fulfilment of the quality requirements

Organization - group of people and facilities with a set of responsibilities, authorities and relations

product – the result of a process


non-conformity – the failure to fulfil a requirement

analysis – activity determining the suitability, adequateness, efficacy and efficiency of the respective subject as to the fulfilment of the objectives set;

document – information accompanied by its supporting medium;

form - document used for recording the data required by the quality management system

procedure – specified manner of carrying out an activity or process – procedures can be documented (written) or not.

	TIP DOCUMENT:		Cod: P OP 04.02
	PROCEDURA DE EDITARE/MULTIPLICARE		Exemplar nr.:
			Fila : 02 / 0
TITLUL: IDENTIFICAREA PROCESELOR			
Elaborat	Avizat	Aprobat	
Departamentul Bibliotecă	CEAC	SENAT	

Working procedure - document describing in detail the unfolding of specific processes carried out within UCB.

process – set of correlated or interactive activities transforming the input into output.

Process proprietor - individual coordinating the multiple functions of the process, who is ultimately responsible for its efficacy;

Revision – introducing in the content and presentation of a normative document of all modifications considered necessary.

Specification - document setting requirements.

Organizational structure – responsibilities, authorities and relations disposed in a scheme by which and organisations exerts its functions.

3.2 Abbreviations:


3.2.1. UVT - Valahia University of Târgoviște

3.2.2. SMQ - quality management system

3.2.3. CEAC - Commission for Quality Evaluation and Assurance

3.2.4. MQ - Quality Manual

4. reference documents, forms

	TIP DOCUMENT:		Cod: P OP 04.02
	PROCEDURA DE EDITARE/MULTIPLICARE		Exemplar nr.:
			Fila : 02 / 0
TITLUL: IDENTIFICAREA PROCESELOR			
Elaborat	Avizat	Aprobat	
Departamentul Bibliotecă	CEAC	SENAT	


- 4.1.1. SR EN ISO 9001: 2001 – quality management systems. Requirements
- 4.1.2. SR EN ISO 9000: 2006 – Quality management systems. Fundamental principles and vocabulary
- 4.1.3. MQ 01- Quality manual
- 4.1.4. System procedure PS 04 – corrective actions
- 4.1.5. System procedure PS 05 – preventive actions
- 4.1.6. Operational procedure P OP 05 – Analysis carried out by the management
- 4.1.7 Regulations for the organization and functioning of Valahia University Press Publishing House

5. Description of procedure


The working procedure within the Valahia University Press Publishing House and the Multiplication Compartment consists in accomplishing the following activities:

- Drawing up the annual publishing plan in conformity with the management's requirements
- Obtaining the ISBNs from the ISBN National Centre
- Allocating ISBNs
- Receiving the papers submitted for publishing in conformity with the publishing plan
- Publishing the works on the publishing plan
- Writing, scanning and word processing of various materials diverse brought for multiplication;
- Multiplication of internal standardized forms;
- Providing binding and compacting services.

5.1. Books intended for the University Library of UVT, printed by Valahia University Press

	TIP DOCUMENT:		Cod: P 0P 04.02
	PROCEDURA DE EDITARE/MULTIPLICARE		Exemplar nr.:
			Fila : 02 / 0
TITLUL: IDENTIFICAREA PROCESELOR			
Elaborat	Avizat	Aprobat	
Departamentul Bibliotecă	CEAC	SENAT	

1. course-books and workbooks for subjects in the academic;
2. books printed for teachers of the university, on tenure or affiliated;
3. the costs are covered from the budget of the faculty or department to which the respective teacher belongs;
4. The procedure of inclusion in the annual publishing plan:
 - Each faculty/department is allocated a number of materials which can be published during the course of a year
 - The author puts forward a proposal for publication and submits it to the approval of the front of the staff of the respective department;
 - The proposed publication will be reviewed by two scientific referees;
 - The department advises in favour or against the publication of the book;
 - After being discussed within the department, the proposed book is submitted to the approval of the faculty council, which has to consider the suitability of the publication, as well as the number of copies that needs to be printed (max 50), according to the number of students who will benefit from the respective book and its scientific relevance
 - The list with the books selected for publication within a year is advanced to the management of the publishing house
 - The author (authors) of the book will submit the following documents to the management of the publishing house:
 - o A memo approved by the university's management, specifying the number of copies to be printed
 - o The reviews of the scientific referees
 - o The paper in electronic format written according to the editing requirements of the multiplication centre

	TIP DOCUMENT:		Cod: P OP 04.02
	PROCEDURA DE EDITARE/MULTIPLICARE		Exemplar nr.:
			Fila : 02 / 0
TITLUL: IDENTIFICAREA PROCESELOR			
Elaborat	Avizat	Aprobat	
Departamentul Bibliotecă	CEAC	SENAT	

5. 30 copies of the number of copies printed will be retained by the University Library with a view to covering the legal deposit, book fair participations, and the development of its own documentary stock.


6. The entire procedure of approving the publication of books for the university's libraries will take into account the financial possibilities of the department initiating the respective process.

6. Responsibilities

Within the MULTIPLICATION Compartment, responsibilities are distributed as follows:

THE HEAD OF COMPARTMENT has the following attributions:

- Coordinating, guiding, controlling and accounting for the entire activity of the printing shop personnel
- Writing the memos related to the supplying of the compartment with the materials necessary to the running of its daily activities, in optimum conditions
- Writing the activity report of the multiplication centre (annually)
- Verifying the works approved and forwarded for publication
- Checking the text processing and the multiplication process, approving book graphics,
- Writing the memos containing the materials necessary for publishing the books (in case the authors wish to have these multiplied within the Centre)
- Drawing up the multiplication plan according to the memos received, which are registered in the order of arrival
- Devising the work schedule and workload of the personnel under supervision, so that each employee should ensure the functioning time of the equipment in proportion of 60% of the actual working hours (5 hours out of 8), the rest of the time


	TIP DOCUMENT:		Cod: P OP 04.02
	PROCEDURA DE EDITARE/MULTIPLICARE		Exemplar nr.:
			Fila : 02 / 0
TITLUL: IDENTIFICAREA PROCESELOR			
Elaborat	Avizat	Aprobat	
Departamentul Bibliotecă	CEAC	SENAT	

being allocated to the preparation of activity, of the necessary materials and the maintenance of the machines;

- Supervising the finalization, in good time and conditions, of all publications solicited and transmitting them to the beneficiary;
- Supervising the activity of photocopying and multiplication of materials (standardized forms) for internal use, necessary to the running of all didactic activities and of the activities of administrative compartments and the Rector's office;
- Ensuring the good functioning of printing equipments, writing memos regarding the regular technical revisions;
- Requesting, in writing, maintenance interventions in case of mechanical faults of the existing equipments;
- Ensures the regular supplying with consumable materials necessary for all technological processes in the printing shop (printing, multiplication, binding);
- Keeping record of the photocopied and printed materials, as well as of the quantity of materials consumed through publication commissions;
- Ensuring and accounting for the observance of work safety regulations and PSI norms in the printing workshop;
- Proposing solutions of improving publishing activity by deploying high performance equipment and implementing high technology printing devices and techniques;
- accounting, disciplinarily, materially and legally, for the manner of fulfilling the incumbent work duties and obligations;
- Observing the legal provisions regarding work confidentiality;

The reviewer (university qualifications) has the following attributions:

- Obtaining ISBNs from the National Library
- Obtaining ISSN for the reviews issued by the Faculties/ Departments within

	TIP DOCUMENT:		Cod: P OP 04.02
	PROCEDURA DE EDITARE/MULTIPLICARE		Exemplar nr.:
			Fila : 02 / 0
TITLUL: IDENTIFICAREA PROCESELOR			
Elaborat	Avizat	Aprobat	
Departamentul Bibliotecă	CEAC	SENAT	

- Obtaining the CIP from the National Library of Romania
- Designing the website of the UVT Publishing House
- Carrying out the procedures for observing the Legal Deposit Law
- Edits and types certain materials brought for printing
- Checking the materials received for publication and giving the „good for print”


approval

- producing the covers of books published in the multiplication centre
- promoting the UVT Publishing house in academic circles
- producing publicity materials relating to the Publishing House’s participation in

national and international book fairs

The engineer has the following attributions:

- the multiplication of publicity materials (prospectuses presenting the university and its departments, admission leaflets, posters, brochures etc);
- the multiplication of University newsletters;
- the multiplication of bibliographical bulletins of the Univeristy Library of UVT
- scanning documents and images, inserting them in the text or processing them in other formats, copying them on electronic storing devices and distributing them;
- ensuring the photocopying and multiplication of materials received from: University Management, faculties and departments, administration;
- observing the work safety regulations and PSI norms;
- accounting, disciplinarily, materially and legally, for the manner of fulfilling the incumbent work duties and obligations;
- Fulfils other tasks assigned by the immediate superior and by the university management, so long as they are confirmedly in accordance with the job description and the employee’s qualification

	TIP DOCUMENT:		Cod: P 0P 04.02
	PROCEDURA DE EDITARE/MULTIPLICARE		Exemplar nr.:
			Fila : 02 / 0
TITLUL: IDENTIFICAREA PROCESELOR			
Elaborat	Avizat	Aprobat	
Departamentul Bibliotecă	CEAC	SENAT	

The reviewer (secondary qualifications) has the following attributions

- Executing specific binding operations: spiral binding, attaching covers to course books and all materials needing gluing application of covers;
- Ensuring the photocopying of all materials requested by the University Management, the University Library and the secretarial office:
 - documents regarding the activity of the Senate Board and the Senate;
 - regulations regarding University organization and functions etc.
 - specific library documents (brochures, leaflets, newsletters etc.)
 - observing the work safety regulations and PSI norms;
 - accounting, disciplinarily, materially and legally, for the manner of fulfilling the incumbent work duties and obligations răspunde disciplinar, material și civil pentru modul de îndeplinire a atribuțiilor de serviciu;
 - reports to the direct superior on the fulfilment of work tasks and the difficulties faced;
 - Fulfils other tasks assigned by the immediate superior and by the university management, so long as they are confirmedly in accordance with the job description and the employee's qualification.

7. Records

Document title	Writer	Period of		Place of		Code	Support
		Keeping (years)	Archiving (years)	Keeping	Archiving (years)		
Publication review	author	5	5	Publisher compartment	Publisher compartment		Paper



TIP DOCUMENT:

PROCEDURA DE EDITARE/MULTIPLICARE

Cod: P 0P 04.02

Exemplar nr.:

Fila : 02 / 0

TITLUL: IDENTIFICAREA PROCESELOR

Elaborat	Avizat	Aprobat
Departamentul Bibliotecă	CEAC	SENAT

Multiplicat ion report	Heads of departments/f aculties	5	5	Multiplic ation compart ment	Multiplicat ion compartm ent		paper
Book	author	5	5	Multiplic ation Compart ment	Multiplicat ion Compart ment		electro nic

8. Diagram representing the flow of the publishing-printing-multiplication process

