

**Valahia University Press**

Regulations of organization and operation

## **I. OBJECT OF ACTIVITY**

**Art.1 “Valahia University Press”** is a distinct compartment within the Library of Valahia University of Târgoviște, cumulating two functions:

- the publishing component proper, which refers to the publications of works comprised in the annual publication plan or approved for publication by the University management.
- the multiplication and printing component.

## **II. OBJECTIVES OF THE PUBLISHING HOUSE**

**Art. 2 “Valahia University Press”** is wholly devoted to the following essential objectives:

- Supporting the instruction process, by providing students, teaching personnel, researchers from the university and higher education in general, and from the economic and social life of the county and its area of influence, with informative materials, thus facilitating their access to new developments in sciences, arts, culture, education, technical fields, technology, religious life etc;
- Supporting and promoting creation in cultural, artistic, technical, technological and mass-media domains, the affirmation of the creative personalities of the university and its territorial area of influence
- supporting and promoting scientific research

**Art.3** The activity of the publishing house will sustain the promotion of authentic values, of new discoveries in all domains of interest represented by the academic programmes of Valahia University of Târgoviște

## **III. THE MANAGEMENT OF THE PUBLISHING HOUSE**

**Art.4** “Valahia University Press” is subordinated to the Library of Valahia University of Târgoviște, which will approve the planning and performance of activities.

**Art.5** “Valahia University Press” is led by the Library director, tenured associate professor at Valahia University of Târgoviște, supported in the management activity by an “**Editorial Board**” comprising teachers and specialists of national and international professional recognition.

**Art.6** The editorial board comprises one representative for each of the scientific and academic domains in the University, as follows: exact sciences, humanities, juridical sciences, economic sciences, social and political, engineering sciences, physical education and sport, biotechnologies, theology, arts, as well as the Library director.

**Art. 7** The director of the Publishing House determines and promotes the editorial policy of Valahia University of Târgoviște.

**Art. 8** With a view to the good functioning of the Publishing House, each faculty will appoint its specialist referees.

**Art. 9** The faculties are also responsible with the annual realisation of the publishing plan. The publishing plans of the faculties will be centralized by the Publishing House for the approval of the annual publishing plan.

**Art. 10** The multiplication and printing is realised under the direct coordination of the economic director of U.V.T., who is responsible with the financial and accounting aspects of the publishing house.

**Art. 11** For a publication to be approved, a request, previously approved by the Rector of Valahia University of Târgoviște, will be filed to the director of the Publishing House

**Art. 12** After the approval for publication, the author has to turn in the material in electronic format to be edited, which must observe the editing requirements posted on the Publishing House website.

**Art. 13** The books are published within the following collections:

- Studia Culturalia et Historica
- Summa Theologica
- Studia Economica
- Studia Technica
- Studia Litteraria
- Studia Legis

#### **IV. DISSEMINATION AND DISTRIBUTION OF THE BOOKS**

**Art.14** The launching and distribution of the books is realised by the book author in collaboration with the Director of the Publishing House.

**Art. 15** The conditions for organizing the launching are determined mainly by the financial resources at the disposal of the author (sponsorships) and/or of the faculty he/she belongs to.

**Art. 16** The book's distribution is also realised on the basis of the Collaboration Agreement signed with the **Bibliotheca** Publishing House in Târgoviște.

**Art.17** The book's distribution is also realised by means of inter-library exchange.

**Art. 18** The management of the Publishing House has the obligation of transmitting the titles as legal deposit to the National Library of Romania and to the Dâmbovița County Library.

#### **V. FINAL PROVISIONS**

**Art.19** The present Regulations stipulate the general framework for the activity of "Valahia University Press".

**Art.20** Depending on the operational situations that can occur in the organization and functioning of the Publishing House, the Senate Board of Valahia University of Târgoviște can prescribe any modifications deemed necessary.

**Art.21** The legal assistance of the Publishing House is ensured by the University Juridical Office.