Freie Universität Bozen
Libera Università di Bolzano
Università Liedia de Bulsan

unibz

Die Bibliothek
La Biblioteca
The Library

Workflow for Publication Projects with External Publishers (Print Editions / Books)

The Author / Editor:

- establishes contact with the publisher with whom he defines the number of copies to be printed, the funding, the number of author's copies etc.,
- informs the faculty secretariat about the upcoming publication, lists all authors involved and employed at the unibz and reasons the choice of the publisher or presents the quotations of three publishers,
- with his digital signature signs a declaration that there is no connection whatsoever to the chosen publisher (Antikorruptionserklärung / dichiarazione anticorruzione),
- with the assistance of the faculty secretariat fills out the economic rights of usage contract with the unibz and signs with his digital signature (PIS number, CIG code and, if applicable, CUP code need to be specified),
- sends the declaration and the contract above to the faculty secretariat,
- gives a free copy of the published book to the library.

The Faculty Secretariat:

- informs the library about the upcoming publication;
- creates the request in the PIS (Purchasing Information System) with all details regarding the planned publication:
  - contact details of the publisher,
  - quotations or payment model,
  - CUP (if available),
  - CIG (requested from the library),
  - exchange rate of foreign currency,
  - cost centre that covers the publication costs,
  - group "Bibliographies",
- emails the contract signed between the unibz and the author/editor and the author's declaration to the library,
- checks the invoice and makes sure that the payment form is filled out correctly and signed by the person responsable for the cost centre in the field „für die Ausführung/per l'esecuzione" and finally sends these two documents to the library.

The Library:

- elaborates the contract between the publisher and the unibz,
- coordinates the signing of the two contracts – the one between the author and the unibz and the one between the unibz and the publisher,
- ensures that all administrative requirements are fulfilled (CIG code, stamp duty, electronic invoice),
- provides for the payment of the invoice.