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POLICY AND GUIDELINES ON CANADIAN GOVERNMENT PUBLISHING

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POLICY AND GUIDELINES ON CANADIAN GOVERNMENT PUBLISHING

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SECTION I - POLICY

INTRODUCTION

1. The maintenance of good communication between the citizen and his government is essential to a viable, democratic society. Government publications are one means of maintaining that communication. They enable government to report to the public on government policies, programs and activities at home and abroad, thus:

- (a) increasing public understanding of such policies, programs and activities;
- (b) assisting in the administration of statutes and regulations; and
- (c) filling identified information needs of the public either in response to public demand or in the interests of the state.

THE DIRECTOR GENERAL, PRINTING AND PUBLISHING

2. The Director General, Printing and Publishing, of the Department of Supply and Services is responsible for supervising and coordinating the publishing activities of the Canadian Government and for effecting liaison with Canadian publishers in the private sector so that they may share the publishing business of the Government through co-publishing. These responsibilities are effected through the Publishing Centre which is directly subordinate to the Director General, Printing and Publishing.

3. The policy objective of the Publishing Centre is to assist the federal government in keeping the public informed of the policies, programs and services of government through the provision of a coordinated and effective publishing system. This system ensures that timely and

efficiently marketed printed material of good and consistent quality, containing information of value to the economic, social or cultural welfare of Canadians, is made available to the public either through sale or free distribution.

SCOPE OF THE POLICY AND GUIDELINES

4. The Policy and Guidelines apply to publications such as books, periodicals, booklets, looseleaf materials, microfilms, microfiches, and accompanying film strips, audio tapes and records that are issued by a department of the Government of Canada for the information of the public. It does not apply to similar products normally used for the internal operations of departments and agencies. (See Appendix A - Material excluded from the Policy and Guidelines.) The Publishing Centre may redefine any of these exclusions with the concurrence of the appropriate author department or authority centre.

LANGUAGE OF PUBLICATIONS

5. As a general rule, government publications shall be published in both official languages. The quality of the content and of the format of a publication shall be the same in both official languages; and the date of publication and the selling price, when applicable, shall also be the same. An exception may be made when a publication is to appear in a third language and is intended for a special audience.

6. The Policy and Guidelines apply equally to publications in either or both official languages. Overall costs are to be taken into account before deciding whether or not a publication should be issued in bilingual or unilingual versions. For the purposes of distribution as specified herein, publications issued separately in the two official languages shall be considered as two separate publications. These publications will normally be issued simultaneously (see paragraph 65). Bilingual

versions may be printed side-by-side (2 columns), tumble, text on facing pages or recto verso. Cataloging, indexing and promotional literature such as the Daily Checklist of Government Publications, the Canadian Government Publications Catalogue, and any other informational material shall be published in both official languages and all identification material (see paragraphs 51 to 53) within individual works shall be published in the language of the work itself.

DEFINITIONS

7. For the purpose of the Policy and Guidelines, the following definitions shall apply:

- (a) Canadian publisher means a publishing house of which the majority ownership is Canadian.
- (b) Department means any department or departmental corporation of the Government of Canada listed in Schedules A or B of the Financial Administration Act, as well as any other division or branch of the Public Service of Canada designated a department by the Governor in Council for the purpose of that Act, including a commission appointed under the Inquiries Act. Exception: excluded from the above are the Senate and the House of Commons and, for purposes of publishing (not printing), the National Museums of Canada and the National Research Council. These bodies, however, are encouraged to use the publishing advice and marketing facilities of the Publishing Centre.
- (c) Marketing means those continuous and interrelated management plans, decisions and activities concerning designing, requisitioning, pricing, warehousing, promoting, wholesaling, distributing, merchandising and retailing of published materials.

- (d) Publishing means the whole process of selecting or commissioning material, editing it, arranging for its printing through the Printing Products Centre, its promotion, and distribution or sale. Publishing includes acceptance of all costs including financial risk,* and of all literary, artistic and professional responsibility for a publication. However, responsibility for the information content of all Category A and Category B publications shall remain with author departments.
- (e) Publishing department means, for Category A and Category B items, the Publishing Centre; and, for Category C and Category D items, the author department. (For a description of these categories, see paragraphs 8 through 18.)
- (f) Co-publishing means the publishing of any government publication by private publishers to whom the publishing function has been delegated by the Publishing Centre, or the sharing of the publishing function by a private publisher with the Publishing Centre.
- (g) Micropublishing means the publishing in microform (microfilm or microfiche) of any Canadian government publications.

OFFICIAL CATEGORIES OF PUBLICATIONS

8. In consultation with author departments, all Canadian government publications shall be placed by the Publishing Centre in one of four categories according to their purpose and content.

Category A - Fully priced general publications

9. Category A shall consist of those items which are determined by the Publishing Centre to:

* When a publication is issued in the second official language primarily to conform to the requirements of the Official Languages Act, public funds may be expended on such an edition to the extent that the situation requires.

- (a) meet a demonstrated or anticipated public demand for their subject matter from a wide segment of the population;
- (b) be timely from the standpoint of featuring a departmental program or the broad objectives of government; and
- (c) be marketable at a list price which enables the Publishing Centre or the co-publisher to recover the full cost of publishing.

10. Publishing, including co-publishing responsibility for Category A publications, once so designated by the Publishing Centre, shall devolve upon the Publishing Centre. This centre shall be responsible, in consultation with author departments, for the quality of their graphic design, their production, pricing, promotion, wholesaling, retailing, stock maintenance, reprinting and disposal.

11. The author department becomes a customer for its own Category A publications and shall purchase from the Publishing Centre all copies for its own use or distribution.

Category B - Supported price general publications

12. The Publishing Centre shall similarly have publishing (including co-publishing) responsibility for Category B items. Category B publications may be paid for in part by public funds, subject to program approval by Treasury Board, if this is necessary to hold the list price to a non-deterrent level.

13. Category B shall consist of those items which are determined by the Publishing Centre to be:

- (a) of such a high standard of literary, economic, social or cultural merit that their prime value is in terms of enhanced prestige for Canada at home or abroad; or

- (b) suitable for co-publishing at the price which the author department proposes to achieve with support from departmental funds, the same funding support being provided by the author department through the Director General, Printing and Publishing, to a Canadian private sector publisher.

14. As with Category A publications, the author department shall purchase all copies for its own use or distribution.

Category C - Priced departmental publications

15. Category C shall consist of those priced items not assigned by the Publishing Centre to Category A or Category B. Publishing responsibility for Category C items shall rest with the author department, which shall become the publishing department. However, to maintain a high degree of consistency among all the published products of the government, publishing departments should consult with the Printing Products Centre on Category C publications.

16. The list price of a priced Category C publication shall be set by the author department in consultation with the Publishing Centre. Category C publications shall be sold through arrangements made by the Publishing Centre. Priced items accepted for sale on consignment may not be sold at less than list price, or distributed free, without the approval of the Publishing Centre.

17. All costs for first and subsequent runs for Category C items shall be covered by author department funds.

Category D - Free departmental publications

18. Category D publications remain entirely the responsibility of the author department, and the Publishing Centre will provide no service for them except for their free distribution to Full and Selective Depository

Libraries for the Publications of the Government of Canada (see paragraphs 84 and 85). To maintain a high degree of consistency among all publications of the government, publishing departments should consult with the Printing Products Centre on Category D publications.

19. All costs for first and subsequent runs for Category D items shall be covered by author department funds.

SPECIAL PUBLICATIONS

Administrative Consolidations (Office)

20. Administrative Consolidations are compilations of material published originally in the Statutes of Canada, the Canada Gazette, or in other statutory documents. They may contain explanatory notes and other matter for the guidance of persons using them. Arrangements shall be made by a department through the Publishing Centre and Printing Products Centre for publication by the Queen's Printer, but only with the approval of the Department of Justice. When prepared, they shall be published in both official languages.

Annual reports and annual reviews

21. Annual reports and annual reviews are Category D items for which author departments shall bear full publishing responsibility. They shall be distributed free of charge and in both official languages.

RESPONSIBILITIES

The Publishing Centre

22. The Publishing Centre shall be responsible for:

- (a) in consultation with the Treasury Board Secretariat and the Printing Products Centre when appropriate, implementing the Policy and Guidelines on Canadian Government Publishing, including the development of technical, procedural and operational means approved by the Treasury Board to attain the objectives set out therein;
- (b) proposing to the Treasury Board amendments or revisions to the Policy and Guidelines, when necessary;
- (c) discovering the publishing plans of author departments to determine in consultation with them the category of all publications planned;
- (d) making publishing decisions, in consultation with departments, regarding co-publishing, the timing of release, general acceptability and design;
- (e) requisitioning from the Printing Products Centre the total production of Category A and Category B publications, except when co-published;
- (f) marketing and selling all priced government publications in Canada and abroad either directly or through agents, or by delegation of this responsibility to departments;
- (g) negotiating agreements, subject to the Government Contracts Regulations, for the sale and/or distribution of Canadian government publications;
- (h) protecting and administering the Copyright of government publications;

- (i) establishing list prices for Category A and Category B publications, and recommending to the author department the amount of subsidies where required;
- (j) arranging for the free distribution of publications as required by statute or executive order (see paragraphs 80 to 86) and for paying for priced publications included in this distribution;
- (k) selling parliamentary papers;
- (l) making decisions, in cooperation with the Printing Products Centre, regarding the co-publishing of government works with private publishers;
- (m) providing to departments and the general public, on request, information on the title, subject, price, availability and date of issue of government publications;
- (n) managing the cost-recovery aspect of the publishing and distribution responsibilities assigned to the Publishing Centre;
- (o) classifying and assigning catalogue numbers to government publications, both free and priced (see paragraphs 88 and 89);
- (p) authorizing the micropublishing of government publications by private publishers;
- (q) providing the Secretary of the Interdepartmental Advisory Committee on Government Publishing (as noted in Appendix B, clause 3); and
- (r) submitting reports to the Treasury Board on request.

Departments

23. Departments are responsible for:

- (a) assigning responsibility for the administration of their publishing programs to an officer who shall be known as the Departmental Publications Officer* and who shall:
 - . review, appraise and implement all proposals for the production of departmental publications and bring to the attention of the relevant departmental program managers any deviation from government policies, standards and procedures; and
 - . maintain liaison between his department, the Publishing Centre and the Treasury Board staff on departmental publishing programs and proposed exceptions to, changes in, or requests for, interpretation of the Policy and Guidelines;
- (b) planning the preparation and distribution of publications in accordance with the policies, standards and procedures of the Policy and Guidelines;
- (c) ensuring that each publication is justified by departmental policy or program;
- (d) in consultation with the Publishing Centre, determining the price of Category C items;
- (e) keeping the Publishing Centre and the Printing Products Centre informed of their publishing programs, both free and priced;

* In most departments and agencies the Departmental Publications Officer will be the head of the Information Services function, or someone designated by him. In large departments, the assignment of more than one Departmental Publications Officer should be considered.

- (f) preparing and editing material;
- (g) obtaining a release for all photos, designs, graphs, charts, etc. provided by suppliers outside the government;
- (h) providing details of publishing plans to the extent required by the Treasury Board and the Publishing Centre;
- (i) obtaining, from the Publishing Centre, catalogue numbers for all their publications, free and priced;
- (j) ascertaining the number of copies required by the Publishing Centre for the distribution of items that are free of charge;
- (k) publishing all Category C and D items;
- (l) sending automatically and free of charge to the National Library, the Library of Parliament and the Publishing Centre, two copies of each publication not distributed by the Publishing Centre (see paragraph 83);
- (m) submitting, on request, reports on publishing programs, including graphic arts, for the information of the Treasury Board;
- (n) providing, on request of the Chairman of the Interdepartmental Advisory Committee on Government Publishing, an officer to serve on that Committee; and
- (o) updating Administrative Consolidations (Office) with the approval of the Department of Justice.

24. Departments that publish Category C and D items are responsible for:

- (a) all aspects of publishing, including the determination of prices in consultation with the Publishing Centre;
- (b) requisitioning from the Printing Products Centre the total production of each publication;
- (c) acting as a sales agent of the Publishing Centre, if so authorized; and
- (d) distributing all free items, except those to be distributed as required by statute or executive order (see paragraphs 84 and 85).

The Printing Products Centre

25. The Printing Products Centre is responsible for:

- (a) acting in the interest of author departments with outside contractors to ensure quality of service;
- (b) accepting for production material submitted by a department in accordance with the provisions of the Policy and Guidelines;
- (c) providing departments, on request, with advice and services on matters related to (b) above, that is, the provision of design, typesetting, printing, distribution and associated services;
- (d) promoting and assisting in the development of standards of printing quality for publications;
- (e) maintaining a directory of sources of graphic design assistance;

- (f) providing mass distribution and associated services to departments;
- (g) entering into and administering contracts and standing offers with suppliers of the goods and services listed above to meet requirements of departments;
- (h) in cooperation with the Publishing Centre, obtaining publishers' proposals from the private sector as necessary, participating in the evaluation of such proposals, and entering into and administering contracts for co-publishing;
- (i) providing a representative to serve on the Interdepartmental Advisory Committee on Government Publishing;
- (j) submitting reports to the Treasury Board on request.

Queen's Printer

26. The Queen's printer, an official of the Department of Supply and Services, is responsible for:

- (a) publishing services assigned by statute to the Queen's printer;
- (b) publishing the Canada Gazette and the official documents and instruments required to be published therein; and
- (c) publishing the reports, transcripts, bills and other documents sent to the Queen's Printer for printing by the staff of the Senate and the House of Commons of Canada.

Treasury Board Secretariat

27. The Treasury Board Secretariat, with the advice of the Publishing Centre, Printing Products Centre and the Interdepartmental Advisory Committee on Government Publishing, is responsible for:

- (a) interpreting the Policy and Guidelines, monitoring its implementation by departments, and evaluating its effectiveness;
- (b) sustaining the relevance of the Policy and Guidelines by revision of its contents when necessary.

Interdepartmental Advisory Committee on Government Publishing

28. The Interdepartmental Advisory Committee on Government Publishing is responsible for:

- (a) considering any matter referred to it concerning the Policy and Guidelines; and
- (b) making recommendations to the Treasury Board regarding the policies, standards, guidelines and procedures in this document (see Appendix B).

COPYRIGHT

29. All material published for the Government of Canada is covered by a copyright. A notice of copyright shall therefore appear in every government publication, whether free or priced. For an illustration of the form in which the notice of copyright shall appear, see Appendix C on page 28.

30. If material whose copyright is held by a private source is used with permission in a government publication, the ownership of the copyright shall be clearly stated in that publication. The publishing department shall ensure that there are no restrictions due to copyright or other reasons which would render the printing of the material by the Crown improper, and shall provide evidence to the Printing Products Centre to that effect.

31. The Publishing Centre may, with the agreement of the department concerned, permit agencies outside the government to use artwork, text, negatives, plates or dies, for the reproduction of a government publication in whole or in part. A charge may be made for the use of such material to cover costs or protect copyright.

32. Publishing departments may grant such permission, with the concurrence of the Publishing Centre, for material related to Category D publications.

ADVERTISING

33. At the discretion of author departments, free announcements and notices may be carried in Canadian Government periodicals to promote government programs or the programs of non-profit organizations devoted to the protection of the health and welfare of peoples.

34. Commercial or paid advertising shall not be carried without the approval of Treasury Board.*

PRICING FOR SALE

Establishment of price

35. List prices shall be established by the Publishing Centre for Category A items, by the Publishing Centre in conjunction with the

* The inclusion of advertising in publications may render them subject to tax.

author departments for Category B items, and by the publishing department in consultation with the Publishing Centre for Category C items.

36. The list price of all publications and periodicals shipped outside Canada shall be increased by 20 per cent.

Discounts

37. Discounts shall be as practised in the trade, and departments shall be notified by the Publishing Centre of any changes in the applicable scales of discounts.

38. The applicable scales of discounts shall be as listed in Appendix D.

PUBLISHING COSTS

39. Except as qualified by paragraphs 60, 71 and the footnote to paragraph 7(d), the full costs of publishing shall be borne by publishing departments as follows:

- (a) for Category A items, by the Publishing Centre or the co-publisher except that an author department shall not recover the costs associated with the preparation of content material to the standards required by the Publishing Centre;
- (b) for Category B items, by the Publishing Centre or the co-publisher and, to the extent of funding support agreed in accordance with paragraph 13(b), the author department;
- (c) for Category C and Category D items, by author departments except that when other departments wish to share in the press run of a Category C or D publication and the author department is agreeable, they shall mutually agree on how costs are to be shared.

Revisions, reprints and subsequent editions

40. As with the first edition, publishing departments shall bear the complete costs of revisions, reprints and subsequent editions.

Non-governmental organizations: grants-in-aid

41. A department may not charge to public funds publishing costs incurred on behalf of any organization or person outside the government, unless a parliamentary appropriation has been specifically provided or clearly intended for that purpose, or unless arrangements have been made to share publishing costs and the extent and amount of the Crown's share are clearly identified.

42. If Parliament, by means of specific appropriations, approves grants-in-aid or other forms of financial assistance to organizations or persons outside the Government of Canada, and if such assistance provides for the preparation and publishing of reports or other documents for the Government of Canada, the Publishing Centre shall be offered prior rights to publish and distribute for sale any material so produced.

43. Acceptance by the Publishing Centre shall commit the Publishing Centre to any additional costs of publishing, and shall permit the Publishing Centre to retain all moneys received through sales.

PLANNING AND PRODUCTION

44. Before material is presented for printing, the publishing department shall ensure that it is prepared and thoroughly edited; for further details, see Section II - Guidelines. During the planning phase and as early as possible in the preparation of the material, the publishing department shall advise Printing Products Centre of their forthcoming requirements to facilitate advanced planning by Printing Products Centre.

This is important, to enable the Printing Products Centre to call for tenders and let contracts as widely as possible and so distribute government printing business across Canada.

Security

45. Before classified material is printed, the publishing department shall establish the security classification to be applied and the security procedures to be followed, and shall ensure that the necessary procedures are strictly followed.

Translation

46. Translation shall be the responsibility of the author department (see also Section II, paragraph 6).

Cost estimates

47. The Printing Products Centre shall, on request, provide departments with cost estimates for printing and allied services.

Requisitioning

48. Publishing departments shall requisition all copies of a publication to be offered for sale, including the number of copies required by the Publishing Centre for free distribution when a publication is printed for sale. Priced publications for free distribution to depositories shall be paid for by the Publishing Centre at cost from a special appropriation.

49. Requisitions to Printing Products Centre shall show publishing information and estimates of costs, and shall be submitted on a form prescribed for this purpose by the Printing Products Centre.

Copies required by collaborating departments

50. When other departments wish to share in the original run of a publication, the publishing department shall list those departments and their requirements on the publishing requisition.

IDENTIFICATION OF PUBLICATIONS

51. The following information shall appear, in the language(s) of the edition(s), in every government publication and shall be the responsibility of publishing departments:

(a) front cover

. if it is the intention to identify the department, branch and/or program, any requirements of the Federal Identity Program (FIP) shall be met;

(b) title page

. title of publication;

. authors shall be named on formal research and technical publications only; for other types of publications, where authors must be identified, they should be mentioned in an appropriate foreword or acknowledgement page at the discretion of the publishing department;

- . appropriate imprimatur, using the federal identity symbol as established by the FIP (see paragraph 52);
- . publisher's imprint (for co-published works) as follows:

published by (name of Canadian publisher) in association with (the author department or agency) and Printing and Publishing, Supply and Services Canada;

(c) copyright page

- . copyright notice;
- . catalogue numbers;
- . for a revised edition or revision of material previously published in a series, a new series number assigned specifically to the revised edition and the note: "Revision of number";
- . for a priced publication, a brief statement that it may be obtained by mail from the Publishing Centre or through a bookseller.
- . the notice, when appropriate, "également disponible en français sous le titre";
- . selling price per copy, if applicable;
- . the words "Printed in Canada", when applicable;

. for a publication to be distributed free, the address (or other indication) to which requests for copies should be sent;

. for major works, the printing history of the publication, numbered consecutively, followed by the year of each release and number of copies printed;

(d) last page of publication

. where appropriate, the name of the printer and, where applicable, the name of the typesetter and of the designer, preceded by the mention "Printed in (country) by" and followed by the contract serial number;

(e) other considerations

. for a periodical or bulletin that is to be part of a series, a number identifying the publication as part of that series (numbering should be consecutive by date of issue);*

. for a classified publication, the security classification established in accordance with security policy by the departmental security officer, the classification to be shown in a manner prescribed by departmental regulations;

. for an advance edition, clear identification to distinguish it from the permanent or definitive edition;

* It is recommended that an International Standard Serial Number (ISSN) appear at the top right-hand corner of the front cover of periodicals and serial publications. These numbers are available on request from the National Library of Canada.

on the spine of each side-stitched and hard-bound book, the title of the book, the name of the author (if shown on the title page), author department and the publisher's imprint, if these can be satisfactorily printed.

Imprimatur

52. The imprimatur to be used with each government publication shall be:

- (a) for publications originating in the Publishing Centre and published by the Publishing Centre -- Published by Printing and Publishing, Supply and Services Canada;
- (b) for publications originating in a department, but published by the Publishing Centre -- Published by Printing and Publishing, Supply and Services Canada for the Department, Government of Canada;
- (c) for publications prepared and published by a department -- Published by Authority of the Honourable, Minister of, Government of Canada;
- (d) for Statutes, the Canada Gazette and certain legal or formal documents -- Published by the Queen's Printer for Canada.

53. Except as authorized by paragraph 52(c) above, neither the minister of the author department nor any official, except the author, shall be identified by name on the title page of a publication other than a periodical or report. However, credit and courtesy lines are permissible.

PRINTING

54. The Printing Products Centre is responsible for inviting tenders and awarding contracts, including standing offer agreements, for the printing of government publications that are not co-published. The printing of Category A and B items that are not co-published shall be arranged by the Publishing Centre through the Printing Products Centre; the printing of Category C and D items shall be so arranged by the publishing departments.

55. The Printing Products Centre shall advise the publishing department whenever the tendered cost of printing varies from the amount authorized on a requisition by an amount to be mutually agreed upon with the client department.

56. The Printing Products Centre shall award a contract as soon as possible, generally not more than four weeks after receiving a printing requisition accompanied by a complete manuscript and all other relevant material in a format suitable for publishing, except where an agreed schedule provides longer lead time to accomplish a broader distribution of contracting opportunities. (Note: If a delay occurs or is expected to occur, the Printing Products Centre shall at once notify the publishing department and shall provide the department with an explanation of the delay.)

57. The Printing Products Centre shall ensure that work done under contract is produced in accordance with the specifications set out in the departmental requisition.

Communication with suppliers

58. After a production contract has been entered into between the Printing Products Centre and the supplier of art work, typography, printing or other services, the Printing Products Centre shall permit a

department to communicate directly with the supplier, but only to make minor clarifications of manuscripts and sketches, to correct supplier's mistakes, and to approve proofs, and provided always that the terms of the contract, including scheduling, specification and monetary value, are in no way modified thereby. If a department wishes to propose any change that might affect the specifications, schedule or monetary value of a contract, the Printing Products Centre must be consulted. Only the Printing Products Centre shall amend a contract.

Standards

59. The Printing Products Centre shall ensure that contracts are awarded, subject to the Government Contracts Regulations, only to suppliers, including government plants, whose work meets standards acceptable to the Printing Products Centre.

Paying invoices and acceptance of cost

60. Subject to the normal contractual conditions and to Section 27 of the Financial Administration Act, the Printing Products Centre shall pay all suppliers' invoices and shall, in turn, submit an invoice to the requisitioning department. Normally the Printing Products Centre shall recover the full costs incurred, but under unusual circumstances when unexpected costs arise they may be negotiated.

MARKETING

61. The marketing of publications is a publishing responsibility for which the Publishing Centre is responsible with respect to Category A and Category B publications, and for which author departments are responsible in conjunction with the Publishing Centre with respect to Category C publications (see paragraphs 67 and 72). Author departments are solely responsible for the distribution of Category D items, except those to be distributed by statute or executive order (see paragraphs 84 and 85).

62. The marketing objective to be achieved, within the constraints inherent in the government's responsibility to inform the public and to do so without engendering unfair competition with the private publishing sector, is to meet customer demand for publications effectively and as economically as feasible while maintaining a cost/revenue balance.

63. To achieve the marketing objective for priced publications the Publishing Centre shall:

- (a) ensure the most efficient marketing services to the purchasers of material sold by the Publishing Centre or authorized governments or private agencies;
- (b) widen such marketing services to make them available to a greater number of potential customers;
- (c) rationalize the use of existing and future government information retailing facilities;
- (d) rationalize the selection and development of government publication merchandising sites in any defined market area with those private agencies authorized to retail government publications.
- (e) ensure departmental freedom and flexibility to the degree compatible with the overall information marketing policy; and
- (f) utilize the publishing, wholesaling and distribution facilities and expertise of the private sector when appropriate.

DISTRIBUTION

Authority for release

64. The publishing department shall be responsible for the release of its publications, and shall indicate on the publishing requisitions whether they are to be released immediately on completion, or whether written authorization will be required.

65. The English and the French editions of a publication shall be issued simultaneously. Should this be impractical for urgent program reasons, authorization of the minister of the author department in respect of Category A and B publications and the publishing department in respect of Category C and D publications is required to release one edition prior to the other.

66. If a publication is to be tabled in Parliament, general distribution shall be withheld until the Publishing Centre has received an official release in writing from the author department, or has official evidence that the publication has been tabled in Parliament.

67. The Publishing Centre may, upon written agreement from the deputy minister of the author department, arrange for advance shipments of publications prior to tabling in Parliament or release.

Free distribution by departments

68. Except with the approval of the Publishing Centre, departments shall not carry out either advance or private distribution of any of their saleable publications prior to stock becoming available for sale by the Publishing Centre. Particulars of free distribution shall be provided to the Publishing Centre before distribution is effected.

Sales

69. The Publishing Centre shall be responsible for the sale of all government publications in Canada and abroad, and for negotiating sales and distribution contracts.

Sales promotion

70. The publishing department shall bear all promotion costs, except as provided in paragraphs 39 and 71.

71. With respect to Category A and Category B items, the author department may give a publication more promotion than that considered necessary by the Publishing Centre but shall so notify the Publishing Centre and bear the additional cost. All special packaging, handling or shipping charges incurred at the department's request, shall be charged to it. If a publication is shipped outside Canada, surface postage shall be added to the cost of the publication.

72. Departments shall not, without first consulting the Publishing Centre, issue promotional material or give the date of availability for new or revised titles.

Proceeds from sales, legal notices and royalties

73. Proceeds from the sale of all publications by or on behalf of the Publishing Centre, fees for all legal notices appearing in the Canada Gazette, and revenues from royalty arrangements as specified in co-publishing agreements, shall be deposited to the credit of the Supply Revolving Fund.

74. When copies of an item are accepted for sale on consignment, there shall be a written agreement between the consignor and the consignee prior to acceptance which shall establish the date(s) for the settlement of accounts and the terms of the consignment, in accordance with the policy set out in the Guide on Financial Administration for Departments and Agencies of the Government of Canada, and specifically with the requirements of Chapter 10.

Inventory records

75. The Publishing Centre shall, prior to the end of each fiscal year and at such other reasonable times as may be required by departments, supply each department with an inventory record of stocks of departmental publications available for sale.

76. Departments that have been authorized by the Publishing Centre to act as agents for the sale of publications shall provide the Publishing Centre with a quarterly statement of proceeds from the sale of each publication and of stocks on hand. They shall notify the Publishing Centre of surplus stocks.

Distribution instructions

77. When a department uses the facilities of Printing and Publishing, Supply and Services Canada, to distribute a publication, it shall specify the number of copies to be consigned to that facility, indicate method and details of delivery or distribution on a separate requisition, and be charged for all costs incurred.

78. The Director General, Printing and Publishing, shall forward to the publishing department information of all contracts and delivery schedules.

Maintenance of distribution lists

79. Publishing or author departments maintaining mailing lists authorizing free distribution of publications must review the lists annually to ensure that the lists retain only those addresses actively interested in the continued receipt of the materials involved.

Publishing Centre free distribution

80. When a publication is priced, the Publishing Centre shall requisition and pay for copies for distribution as required by statute or executive order (see paragraphs 84 and 85). When a publication is to be issued free of charge, departments shall supply the Publishing Centre with the required quantities for the distribution required by statute or executive order.

Checklist

81. The Publishing Centre shall issue, to persons and institutions listed in paragraphs 84 and 85, a checklist showing all publications, priced and free, except those publications which an author department wishes to exclude from the checklist for a specific reason.

82. Publishing departments shall advise the Publishing Centre of the publications that are to be excluded from the checklist, giving the reasons for the exclusions.

83. The publishing department shall ensure that two copies of all publications (that is, publications not on the checklist), are deposited with the Publishing Centre, the National Library and the Library of Parliament.

Automatic distribution

84. The Publishing Centre shall distribute, without charge, copies of each publication, priced or free, listed in the checklist, as follows:

- (a) five copies to the Library of Parliament;
- (b) two copies to the National Library;
- (c) on the advice of the National Library and the Department of External Affairs, one copy in English or French, or both, as desired, to each library in Canada or abroad designated as a Full Depository Library by the Publishing Centre.

Selective distribution

85. The Publishing Centre shall send, without charge, one copy of each publication listed in the checklist to the following persons and institutions, provided that requests are made on the checklist within 30 working days of the date of issue of the checklist for Canada and the United States, and within 60 working days for other countries, after which period all copies of priced items reserved for free distribution shall be transferred to the sales stocks of the Publishing Centre:

- (a) the Governor General;
- (b) lieutenant governors of the provinces;
- (c) senators and members of the Parliament of Canada;

- (d) the Prime Minister, ministers of the Government of Canada and their parliamentary secretaries;
- (e) Cabinet ministers of provincial governments;
- (f) the National Library of Canada;
- (g) the central library of departments of the Government of Canada;
- (h) provincial and legislative libraries of provincial legislatures;
- (i) the designated resource library in each provincially recognized library region;
- (j) municipal public libraries of Canada;
- (k) foreign libraries as recommended jointly by the National Library and the Department of External Affairs;
- (l) libraries of foreign legislatures and parliaments, and other libraries exclusively for parliamentary papers as recommended by the Parliamentary Librarian;
- (m) libraries of educational institutions above the secondary school level;
- (n) headquarters of political parties with representation in the House of Commons (Ottawa), federal and provincial leaders of official oppositions, and designated representatives of party caucuses of provincial legislatures;
- (o) heads of missions of foreign countries in Canada;

- (p) the Press Gallery of the House of Commons (Ottawa), daily newspapers, selected weeklies, and selected privately owned radio and television stations;
- (q) educational, social or political organizations of international character, or other public institutions in foreign countries, as may be recommended jointly by the Department of External Affairs and the National Library.

86. Each Selective Depository is allowed free copies of publications released only on or after the date of its appointment. Copies of publications released before the date of appointment must be purchased from the Publishing Centre in the regular manner.

87. Paid subscriptions to the checklist may be made available by the Publishing Centre to any person or institution wishing to subscribe. However, such a subscription shall not qualify the subscriber to receive free copies of government publications.

88. The Publishing Centre shall publish catalogues of government publications as required.

89. At the request and expense of a department, the Publishing Centre may also publish catalogues of the publications of that department separately from the checklist. This shall not preclude the issue by departments of supplementary lists of publications if justified by program requirements.

DISPOSAL OF SURPLUS STOCKS

90. Before surplus stocks of a priced publication may be destroyed or otherwise disposed of, the Publishing Centre shall convene a Board of Condemnation on which the Publishing Centre, the publishing and/or author department, the National Librarian, and the Dominion Archivist shall be represented.

91. The Condemnation Board shall have responsibility to recommend that surplus stocks of a publication be:

- (a) sold at reduced price;
- (b) returned to the author department;
- (c) offered free of charge to universities and public libraries, the National Librarian, the Dominion Archivist and the Canadian International Development Agency, in which case 30 days after the offer has been made any remaining copies shall be destroyed as waste paper; or
- (d) any combination of the above.

92. The findings of the Condemnation Board shall be submitted to the Director General, Printing and Publishing, who shall submit an annual report of disposals to the Treasury Board and for the Public Accounts.

CANCELLATIONS

93. This Policy and Guidelines supersedes the following previous authority, which is hereby cancelled.

T.B. 667239

SECTION II - GUIDELINES

PLANNING AND PRODUCTION

1. Before preparing material for publication, author departments should answer these questions:

- (a) Will the publication promote one or more of the purposes of government publishing set forth in Article 1 of the Policy Section?
- (b) Has a reasonable effort been made to establish whether the information has already been published by the Government of Canada, a provincial government, the government of another country, an international organization, another department, industry, or a private person?
- (c) Is the public to which the publication is directed large enough or significant enough to warrant publication?
- (d) Is the presentation designed to make it acceptable to target audiences?
- (e) Could the information be conveyed better through other media such as radio, television or films?
- (f) Are funds available?
- (g) Can it be added as supplementary material in the revision of an existing publication?

2. As soon as a rough outline or table of contents of any proposed publication has been drafted, the departmental program manager concerned shall advise the Departmental Publications Officer so that a ruling can be obtained from the Publishing Centre as early as possible on the Category of the proposed publication. The Departmental Publications Officer shall then provide the assistance called for under the author department's share of responsibilities (see Section 1, paragraph 23).

3. For Category C and D publications, the Departmental Publications Officer shall communicate with the office of the Publishing Centre, and should contact the Printing Products Centre when the author department has completed the manuscript, but before it is edited, to:

- (a) give the proposed title, theme and length of the publication, the expected completion date for the manuscript, and the name(s) of any collaborating department(s);
- (b) discuss a tentative format;
- (c) determine the Category of the publication, and the price if allocated to Category C;
- (d) discuss the plan for distribution to ensure the use of the most effective method;
- (e) plan any sales promotion program, including pre-publication promotion bulletins, as required.

4. The Printing Products Centre should be involved at the earliest stage of the planning process so that contracting action can be undertaken even though manuscript detail may not be finalized.

5. Requisitioning procedure should conform to instructions outlined in Chapter 5 of the Department of Supply and Services Customer Manual.

TRANSLATION

6. For all translations, the Departmental Publications Officer shall first consult the Translation Bureau. If the Bureau can accept the task, the department should make one officer responsible for scheduling the translation in consultation with the appropriate translator. To prevent delays in the translation, the manner in which the text of the manuscript is to be passed to the Translation Bureau shall be determined with the Bureau as early as possible in the manuscript preparation stage.

7. For highly technical or scientific publications, a department may enter into a contract with a person of acknowledged authority in the field, outside the federal government, but only with the concurrence of the Translation Bureau.

DEPARTMENTAL FREE DISTRIBUTION - CATEGORY C ITEMS

8. Subject to Section 1, paragraphs 17 and 68, the publishing department may elect to effect free distribution of a Category C publication as follows:

- (a) free distribution of single copies in answer to specific requests for information;
- (b) free distribution to persons and agencies on approved lists, including copies sent in exchange for publications on related subjects issued by other persons or institutions with whom the department has exchange agreements;

- (c) In all cases, free distribution of a Category C publication should be kept to a strictly controlled minimum.

APPENDICES

APPENDIX A - MATERIAL EXCLUDED FROM THE POLICY AND GUIDELINES

The following material is not subject to the provisions of the Policy and Guidelines:

- (a) business forms, including any document with blank spaces for the insertion of information that is used to secure or convey data, either within the government or from the public, such as letterheads, envelopes, tags, labels, ledger sheets, graph paper, file folders, punch cards, questionnaires, and specialty forms;
- (b) administrative instructions, reports, committee or other minutes, and other material reproduced in quantity such as directories, catalogues, price lists, magazines and periodicals for the internal use of a department or issued by central agencies to departments;
- (c) blueprinting and photocopying;
- (d) complimentary, visiting and business cards, special letterheads, invitations, and similar items;
- (e) news releases, clip sheets, speeches and other printed matter produced for the use of news media;
- (f) cheque inserts and other simple, unbound promotional material such as leaflets and folders;
- (g) items such as excise, postage and unemployment insurance stamps, postal notes, money orders and bonds;

- (h) maps, charts, architectural and engineering drawings printed by the Department of Energy, Mines and Resources and the Department of National Defence;
- (i) operational safety publications of the Ministry of Transport directed toward operators and the industry, such as notices to airmen and mariners, publications outlining aids to navigation, publications outlining approved methods for vehicle testing and regulatory documents;
- (j) library bindings;
- (k) correspondence;
- (l) engineering orders, manuals of instruction, training publications and other departmental instructions or other instructional material for internal use within the Department of National Defence or any other department;
- (m) mass media advertising;
- (n) films and other audio-visual materials that are not reproductions of published material.

APPENDIX B - THE INTERDEPARTMENTAL ADVISORY COMMITTEE ON GOVERNMENT PUBLISHING

Terms of Reference

1. To provide advice to the Publishing Centre on the development and maintenance of effective and efficient government publishing and printing policies, standards and procedures suitable for recommendation to Treasury Board for application throughout the Public Service.

Membership

2. The chairman shall be the Director General, Printing and Publishing, Supply and Services Canada.

3. The secretary shall be provided by the Publishing Centre.

4. In addition to the chairman and secretary, the committee shall be composed of ten regular members, selected on the basis of departmental responsibility for publishing and printing procedures, general expertise at a senior level, or the need for special representation:

- (a) departments (five members) - one representative from the Printing Products Centre; Statistics Canada; Department of the Secretary of State; the National Library of Canada; and the Department of National Defence;
- (b) general expertise (four members) - one senior representative from each of four other departments that have publishing programs, to serve on a rotating basis annually, with no member in this category to serve for more than three consecutive years; appointments will be made in January each year;

- (c) special (one member) - the chairman of the Advisory Committee to the Council of Information Directors.

Non-member attendance

- 5. (a) observer - a representative of the Treasury Board Secretariat shall be invited to attend all committee meetings as an observer.
- (b) expert advisers - persons of proven expertise in specialized aspects of publishing may be invited to attend committee meetings when it is considered advantageous by the chairman.

Meetings

- 6. Meetings of the committee should be held at least quarterly and at any time at the call of the chairman.

APPENDIX C - COPYRIGHT

1. Canadian government publications, both free and priced, are automatically copyrighted under Section 11, Chapter C-30, Copyright Act, Revised Statutes of Canada, 1970:

Where copyright belongs to Her Majesty

"11. Without prejudice to any rights or privileges of the Crown, where any work is, or has been, prepared or published by or under the direction or control of Her Majesty or any government department, the copyright in the work shall, subject to any agreement with the author, belong to Her Majesty and in such case shall continue for a period of fifty years from the date of the first publication of the work. R.S., c.55, s.11."

Copyright notice

2. A notice of copyright shall appear in free and priced publications as follows:

©

Minister of Supply and Services Canada (year of publishing)

APPENDIX D - SCALE OF DISCOUNTS

Publications

	Canadian Government publications (per cent)	National Museums publications (per cent)
Authorized agents	46	30
Bookstores	40	30
Members of the federal Senate and House of Commons	40	-
Educational institutions or school board	20	20
Public libraries	20	20
Distribution contracts for sales abroad	The Publishing Centre may grant special discounts	
Exceptional cases	The Publishing Centre may grant special discounts	
Quantity discounts		

1. The following scale of discounts applies on bulk orders of Canadian Government publications for shipments to any individual addressee and may be applied in place of the discounts shown above when it is greater:

- 200 to 399 copies - 20 per cent
- 400 to 599 copies - 25 per cent
- 600 to 799 copies - 30 per cent
- 800 to 999 copies - 35 per cent
- 1000 or more - 40 per cent

2. Authorized agents and independent book retailers will also be allowed an additional 5 per cent discount over and above their applicable rates of discounts when ordering 200 or more copies of a single title for shipment to one addressee.

Periodicals

Canadian government
periodicals

Single subscription
(per cent)

Authorized agents 30

Bookstores 30

Subscription agencies 30

Exceptional cases The Publishing Centre may grant special discounts

Quantity discounts

Rates available on request for 100 or more subscriptions to one periodical for shipment to one addressee.

APPENDIX E - AUTHOR'S RIGHTS AS RELATED TO COPYRIGHT

1. A government employee is required to report to his department all non-fictional writing or illustrations intended for publication outside his department when the material relates to departmental programs, in order that the department may determine whether to permit publication, and whether to retain or waive ownership depending on the:

- (a) relationship of the material to the duties of the author's position; and
- (b) departmental data, facilities and time (normal working hours) used.

2. In the case of manuscripts prepared by government employees for publication by a private publisher, the Publishing Centre may, with the concurrence of employer departments, waive ownership and award the author a share of the royalties arranged for with the private publisher. In no case should that share of royalties be less than 25 per cent of the total.