



**Consolidated text establishing the corporate criteria of Barcelona City Council's co-publishing policy, in accordance with the Circular of 10 September 2020 from the Resource Management Office and the resolution of Barcelona City Council's Editions and Publications Board, agreed in the session held on 29 March 2023.**

## **Foreword**

Within the framework of its remit, the Directorate for Publishing Services is responsible for the creation, publishing and marketing of editorial products in accordance with the Plan approved by Barcelona City Council's Editions and Publications Board. It does so through the production of in-house creations, creations produced in conjunction with other municipal services and others co-published with the private publishing sector.

Co-publishing contracts are established to contribute to a better use, dissemination and promotion of the works that form the purpose of the contract.

The Directorate for Publishing Services seeks to establish a system that guarantees the transparency and objectivity of the system for selecting the different publishing projects undertaken by Barcelona City Council. This proposed regulation of municipal co-publications is borne of a wish to ensure greater transparency around the decision to sign co-publishing agreements with private publishers.

It is considered necessary to make public the municipal co-publishing policy (subject matter, annual budget allocated to this item, etc.) so that publishers can submit proposals to the Editions and Publications Board, which will decide which of these are most closely aligned with public interests.

## **1. Purpose**

This aim of this circular is to regulate the process of selecting co-publishing projects for their subsequent approval by the Editions and Publications Board, with the aim of ensuring the publicity, transparency and objectivity of said process.

## **2. Sphere of application**

The criteria herein established are applicable to any co-publishing projects that are presented for approval to the Editions and Publications Board and which are carried out by the Directorate for Publishing Services within the area of the Resource Management Office.

Other areas or entities within the Municipal Group may also adopt these criteria. In this case, they will decide which systems need to be put in place in order to extend the application of said criteria.

The Editions and Publications Board may exceptionally approve, for reasons of public interest, opportunity or other duly justified reasons, particular co-publishing projects, whether or not these are brought to them by the Directorate for Publishing Services, that fall outside the rules provided



**Ajuntament  
de Barcelona**

**Communication Directorate**  
Directorate for Publishing  
Services

for in this circular.



### **3. Determining the process for the selection of co-publishing projects.**

The plan is to publish a call, twice a year through an announcement on the Barcelona Llibres website (<https://barcelona.cat/barcelonallibres>), stating Barcelona City Council's wish to produce publications in conjunction with the private sector.

The publication of the announcement and the specific conditions that any proposals need to meet will be approved beforehand by the Resource Management Office.

As a minimum, the following information should be included in this announcement:

1. The subject matter of the co-publications, which will be approved beforehand by the Editions and Publications Board. In accordance with the resolution of Barcelona City Council's Editions and Publications Board, reached in its session of 29 March 2023, the co-publishing proposals will have to fit into one of the following collections:
    - People of Barcelona
    - Barcelona Ecology
    - Barcelona Present and Future
    - Barcelona Architecture and Urban Planning
    - Barcelona City and Neighbourhoods
    - Barcelona Literary
    - Barcelona Memory in Comic Strips
    - Barcelona Alphabet Book
    - Behind the Scenes
    - Art in the city
    - Secret Library
    - Carnet de Voyage
  - In the event that a proposal is approved that falls outside of these collections, the Editions Board will have to provide a reasoned argument for its approval.
  - Appraisal of municipal interest in the work submitted.
  - The project put forward for co-publishing must be unpublished.
  - Appraisal of the originality of the work submitted.
2. Documentation submitted by the interested parties so that the Board can assess their proposals:
    - Technical details: title, sub-title, author, language, approximate number of pages and illustrations, format, paper, inks, binding, printing, RRP, collection.
    - Summary and index
    - Presentation of the author



- Sample chapter (if there is one)
  - Sample of illustrations
  - Detailed budget broken down by expenditure items with VAT and total
  - Number of books that will be given to Barcelona City Council for formal use or for sale in its shops.
  - Affidavit of original work
  - Statement justifying municipal interest
3. Time period for submitting the proposals: Proposals should be submitted in accordance with the procedure set out in the announcement. The time period for submitting projects shall be between a minimum of 5 working days and a maximum of 3 weeks.

The announcement will be published on the website <https://barcelona.cat/barcelonallibres>.

4. The percentage covered by the City Council cannot exceed 50% of the budget submitted.
5. Once the proposals have been received, the Editions and Publications Board will meet to assess the viability of the projects and the extent to which they align with municipal interests. Once this assessment has been carried out, the projects that best meet the criteria will be announced and a private contract will be signed with the City Council to regulate all necessary aspects of the process.

#### **Minimum conditions for co-publishing contract:**

##### TIME PERIOD

- The proposals' maximum validity period, from the Board's approval to the finalisation of the book and its distribution in book shops, is four years.

##### LEGAL ASPECTS

- The copyright over any texts, illustrations and/or images will be regulated and accredited through contracts signed by Barcelona City Council or the publishing company, as agreed.

##### FORMAL ASPECTS

- The logos of Barcelona City Council and the co-publication publishing company will always appear together, in the same proportions and equally visible, in accordance with the municipal regulation on graphics. This shall apply both to the work in question and any publicity material or press releases or other promotional products that may be published. Likewise, on any communication about the publication, it should be clearly stated that it is co-published.



- The acknowledgements page of all the books should include the acknowledgements of Barcelona City Council. It should also feature the copyright of each of the co-publishers and, if the publication is for sale, the ISBN number.
- The back cover of books for Barcelona City Council should include the City Council's ISBN barcode.

#### COMMERCIAL DISSEMINATION AND DISTRIBUTION

- By mutual agreement, the publisher and Barcelona City Council will be responsible for the promotion, advertising and marketing strategy and tasks necessary to publicise the publication. Decisions regarding which activities are necessary or appropriate must be made jointly by the two parties.
- The publisher will be responsible for commercial distribution nationally and internationally. The publisher agrees to provide Barcelona City Council with the agreed number of copies for institutional gifts and for sale in the Barcelona City Council book shop and other institutional book shops, stands at fairs and exhibitions, and through the municipal website [www.barcelona.cat/barcelonallibres](http://www.barcelona.cat/barcelonallibres).
- Both Barcelona City Council's publishing entity and the co-publisher will monitor sales.

#### FINANCIAL CONDITIONS

- The financial regime for co-publishing is based on shared investment to ensure a publication that is considered to be of public interest. The percentage covered by the City Council cannot exceed 50% of the budget submitted.