

REPUBLIC OF CROATIA
CENTRAL BUREAU OF STATISTICS

OFFICIAL NOTICE

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ORDINANCE

ON DISTRIBUTION OF PUBLICATIONS OF THE CENTRAL BUREAU OF STATISTICS

Based on Article 46 of the State Administration System Act (Official Gazette, No 75/93, 48/99, 15/00, 127/00, 59/01, 190/03 – consolidated text, 199/03 and 79/07) Director General of the Central Bureau of Statistics passes

ORDINANCE ON DISTRIBUTION OF CENTRAL BUREAU OF STATISTICS PUBLICATIONS

I. GENERAL PROVISIONS

Article 1

General conditions and the method of distribution of publications published by the Central Bureau of Statistics (hereinafter referred to as “Bureau”) are provided for in this Ordinance.

Article 2

Bureau’s publications are available to users in their printed form and/or in their electronic form (e-mails/CD and Internet).

Bureau’s publications can be ordered by mail, fax, e-mail and in person.

Within the meaning of this Ordinance distribution of Bureau’s publications can be free of charge and chargeable.

II. FREE-OF-CHARGE DISTRIBUTION

Article 3

Bureau allows for free-of-charge distribution of its publication to users as defined in this Ordinance and the Library Act (Official Gazette, No 105/97, 5/98, 104/00, 69/09), which provides for the free-of-charge distribution of publications.

Bureau’s Director General can pass a decision on other users who can benefit from the free-of-charge distribution.

Article 4

Bureau’s Director General, on the proposal of Bureau’s authorised organisation unit, sets out the List of Beneficiaries of Free-of-Charge Distribution of Bureau’s Publications.

Article 5

The users from Article 3 of this Ordinance can realise that right until the change of their status through the following means: this Ordinance, the Director General’s decision, the Library Act or at their own request.

Users who benefit from the free-of-charge distribution of Bureau’s publications need not renew their subscription until the change of their status.

CROATIAN PARLIAMENT

Article 6

A copy of all Bureau's publications published in the year from the Publishing Programme (hereinafter referred to as "publications package") shall be delivered in the printed form to the library of the Croatian Parliament free of charge.

A copy (or more copies, upon request) of choice selection of publications from the publications package shall be delivered in the printed form to the Office of the Speaker of the Parliament and to the Offices of all Deputy Speakers free of charge.

PRESIDENT OF THE REPUBLIC OF CROATIA

Article 7

One publications package (or more, upon request) shall be delivered in the printed form free of charge to the Office of the President of the Republic of Croatia.

GOVERNMENT OF THE REPUBLIC OF CROATIA

Article 8

One publications package (or more, upon request) shall be delivered in the printed form free of charge to the Office of the Prime Minister and Offices of all Deputy Prime Ministers.

OTHER USERS OF THE NATIONAL BUDGET OF THE REPUBLIC OF CROATIA

Article 9

One copy of choice selection of publications from the publications package shall be delivered in the printed form free of charge to other users of the National Budget of the Republic of Croatia conducting their financial transaction through the system of State Treasury.

Additional copy of requested publications referred to in paragraph 1 of this Article shall be delivered by e-mail or on CD to the users referred to in paragraph 1 of this Article.

PRODUCERS OF OFFICIAL STATISTICS

Article 10

One copy of choice selection of publications from the publications package shall be delivered in the printed form free of charge to producers of the official statistics as defined by the Official Statistics Act (NN, No 103/03, 75/09) and by the Programme of Statistical Activities of the Republic of Croatia, whose data are published in Bureau's publication.

Additional copy of requested publications referred to in paragraph 1 of this Article shall be delivered by e-mail or on CD to the users referred to in paragraph 1 of this Article.

Appropriate number of publications packages and extraordinary releases, depending on the number of statistical branch offices, shall be delivered free of charge to state administration offices in counties that perform activities of official statistics.

DIPLOMATIC AND OTHER REPRESENTATIVE BODIES

Article 11

One copy of the Statistical Yearbook and the Statistical Information shall be delivered in the printed form to foreign embassies and consulates in the Republic of Croatia free of charge.

Other orders shall be charged according to the Bureau's Price List.

EXCHANGE

Article 12

A choice selection from the publications package or the publications agreed upon shall be delivered in the printed form free of charge to foreign statistical offices that co-signed the agreement on the international publication exchange.

Article 13

A choice selection from the publications package or the publications agreed upon shall be delivered in the printed form free of charge to international organisations and institutions conducting statistical surveys in which the Republic of Croatia also takes part with its data.

Article 14

Bureau's publications of the same or approximate worth shall be delivered to foreign statistical offices and international organisations under the exchange agreement with the Bureau, referred to in the Articles 12 and 13 of this Ordinance.

LIBRARIES

Article 15

One publications package or a choice selection of publications from the package shall be delivered to depository libraries of Bureau's publications in the Republic of Croatia under the cooperation agreement in printed form or by e-mail/on CD free of charge.

Article 16

A choice selection from the publications package shall be delivered in printed form free of charge to university libraries with a view to the availability of Bureau's publications to their users.

An additional copy of requested publications referred to in paragraph 1 of this Article shall be delivered to university libraries by electronic mail or on CD.

Article 17

A copy of the Statistical Yearbook and a copy of the Statistical Information shall be delivered in printed form free of charge to libraries of European parliaments.

LEGAL DEPOSIT ITEM

Article 18

Legal deposit items of Bureau's publications shall be delivered free of charge to the National and University Library and the Croatian Information and Documentation Referral Agency – Hidra in line with the provisions of the Library Act.

MEDIA

Article 19

The Bureau can provide the media with their choice selection of Bureau's publications from the publications package as promotional material free of charge.

PUBLICATIONS AVAILABLE ON BUREAU'S WEBSITE

Article 20

At the moment of the publication of Bureau's publications titled "First Release" and "Monthly Statistical Report" on Bureau's website, Bureau is no longer required to provide users with the right to free-of-charge distribution of Bureau's publications with the free-of-charge distribution of above mentioned publications in printed form.

The provision of paragraph 1 of this Article is not applicable to users who realise the right to free-of-charge distribution of Bureau's publications under the Library Act and users referred to in Articles 6, 7 and 8 of this Ordinance.

III. PUBLICATION SALES

Article 21

All users, with the exception of those with the free-of-charge status shall pay for Bureau's publications according to the Price List of Publications and Services published in the Publishing Programme.

Article 22

Users/natural persons can purchase Bureau's publications at Bureau's premises only in cash. Bureau issues a receipt for purchased publications.

Users/legal entities can purchase Bureau's publications by making a one-off payment for ordered publication based on Bureau's offer/quote.

Article 23

A user becomes a subscriber of Bureau's publications upon sending a written request to the Bureau. The written request should contain the number and the title of publications ordered from the Publishing Programme.

Users-subscribers are required to renew their subscription each calendar year. The Bureau sends offers/quotes to users-subscribers upon their renewed request.

Article 24

The Bureau is not required to inform users-subscribers on the requirement to renew the subscription as referred in Article 23 paragraph 2 of this Ordinance since the said requirement is set out in the Publishing Programme that is distributed free of charge to all users-subscribers in the current year and published on Bureau's website.

Article 25

Printed publications/CDs can be requested through cash-on delivery orders within the Republic of Croatia. Postal and banking expenses are not included in the price of the publication and must be paid upon delivery.

Printed publications/CDs can be ordered by users outside the Republic of Croatia through a one-off payment based on Bureau's offer/quote. Postal and banking expenses are not added to publications price.

Article 26

The Bureau shall conclude agreements with publications purchasers on paying arrangements only if the total amount or the price of ordered publications has been over 50.000.00 kuna (fifty thousand kuna).

In cases when the price has been lower than the amount referred to in paragraph 1 of this Article the payment shall be conducted through one-off payment based on offer/quote.

Article 27

The Bureau shall sell its publications to book shops with a possibility of discount (rebate).

IV. USE OF BUREAU'S PUBLICATIONS

Article 28

All users of Bureau's publications in printed form are required to state the data source as follows:

1. Periodicals:

The name of institution responsible for the publication. Article title: other title. // Publication title, number of volume/year, issue (year), page numbers.

2. Monographs:

Author's last name, author's first name initial(s). Title: other title. Edition statement. Place of publication: Publisher, date of publication.

Article 29

All users can use the publications available on Bureau's website free of charge, provided they state the data source as follows:

Author(s) name (if known) or name of institution responsible for the publication. Title [cited: year-month-day]. // Publication title, volume/year, issue (year), page numbers. Available at: full http address.

V. DISTRIBUTION OF PUBLICATIONS AT BUREAU

Article 30

A set number of publications shall be delivered to the Director General at his request.

Article 31

Publications shall be delivered free of charge to members of the Expert Board and Heads of Departments according to the needs of individual Directorates and Departments.

Article 32

5 (five) copies of all Bureau's publications shall be delivered in printed form to Bureau's library.

VI. FINAL PROVISIONS

Article 33

By entering into force of this Ordinance, the Ordinance on Distribution of Publications published in Notifications No 5/05 will be terminated.

Article 34

This Ordinance shall enter into force on the day of its adoption and shall be published in Bureau's Notifications.

DIRECTOR GENERAL

Ivan Kovač, MSc

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Zagreb, August 31st 2009