



GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2015

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- publish the classes of information that they make routinely available
- tell the public how to access the information and what it might cost.

Edinburgh University Press has adopted the Model Publication Scheme 2015 produced by the Scottish Information Commissioner. This scheme has the Commissioner's approval until 31 May 2019.

You can see this scheme on the Commissioner's website at www.itspublicknowledge.info/PublicationSchemeGuidance or by contacting us at the address below.

The purpose of this Guide to Information is to:

- allow you to see what information is available (and what is not available) in relation to each class,
- state what charges may be applied
- explain how you can find the information easily
- provide contact details for enquiries and to get help with accessing the information
- explain how to request information we hold that has not been published

Availability and formats

The information we publish through the model scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

Exempt information

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive

personal information or a trade secret), we may remove or redact the information before publication but we will explain why.

Copyright

Unless otherwise stated, Edinburgh University Press reserves copyright in all information available under this publication scheme. The right to information under this scheme does not include permission to reproduce the information. Such use may infringe copyright, and consent of the copyright holder should always be sought. Guidance on the use of copyright material is published on the gov.uk website, see <https://www.gov.uk/using-somebody-elses-intellectual-property/copyright>

Charges

This section explains when we may make a charge for our publications and how any charge will be calculated.

There is no charge to view information on our website or at our premises.

We may charge for providing information to you e.g., photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charge per sheet of paper is shown in the table below:

Size of paper	Pence per single sided copy (black and white)	Pence per single sided copy (colour)
A1	30p	30p
A2	30p	30p
A3	20p	20p
A4	10p	10p
A5	10p	10p

Information provided on CD-ROM will be charged at £1.00 per computer disc.

We will recharge any postage costs at the rate we paid to send the information to you.

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run.

We do not pass on any other costs to you in relation to our published information.

This charging schedule does not apply to our commercial publications (see Class 8 below). These items are offered for sale through retail outlets such as book shops, academic journal websites or museum shops and their price reflects a 'market value' which may include the cost of production.

Contact us

You can contact us for assistance with any aspect of this publication scheme:

The Tun- Holyrood Road, 12 Jackson's Entry, Edinburgh EH8 8PJ.

Email: marketing@eup.ed.ac.uk.

Telephone: 0131 650 4218

We will also be pleased to advise you how to ask for information that we do not publish or how to complain if you are dissatisfied with any aspect of this publication scheme.

The classes of information that we publish

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you are welcome to make a request to us for that information.

CLASS 1: ABOUT EDINBURGH UNIVERSITY PRESS	
Class description: Information about Edinburgh University Press, who we are, where to find us, how to contact us, how we are managed and our external relations	

The information we publish under this class	How to access it
General Information about the Company	Web site http://www.euppublishing.com/page/aboutus
	A hard copy is available on request
List of the names of current Trustees & Directors	http://www.euppublishing.com/page/aboutus A hard copy is available on request

The company's certificate of incorporation, articles of association and	Hard copy only. Contact the person named in the 'contact' section above.
The Annual report	http://www.euppublishing.com/userimages/ContentEditor/1432711558206/EUP%20Annual%20report%202014.pdf A hard copy is available on request
Address of the registered office	http://www.euppublishing.com/page/aboutus

CLASS 2: HOW EDINBURGH UNIVERSITY PRESS DELIVERS OUR FUNCTIONS AND SERVICES

Class description:

Information about our work, our strategy and policies for delivering functions and services and information for our service users.

The information we publish under this class	How to access it
No information held	

CLASS 3: HOW EDINBURGH UNIVERSITY PRESS TAKES DECISIONS AND WHAT IT HAS DECIDED

Class description:

Information about the decisions we take, how we make decisions and how we involve others

The information we publish under this class	How to access it
Minutes, agendas and papers of Board meetings.	This information is available in hard copy only and will be available four weeks after the minutes for the relevant meetings have been approved by the Board. Please note that some information may be excluded where its disclosure would, or would likely to substantial prejudice our commercial interests or the commercial interest of any other person, except where disclosure would be in the public interest. Some information may also be excluded where its disclosure would constitute a breach of confidence.

	We may also withhold information which is personal information under the Data Protection Act 1998. To request a copy of the above information please contact the person named in the 'contact us' section above.
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CLASS 4: WHAT EDINBURGH UNIVERSITY PRESS SPENDS AND HOW IT SPENDS IT
Class description: Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent.

The information we publish under this class	How to access it
The annual accounts and auditors report as filed at Companies House.	This information is available in hard copy only. This information is available four weeks after being filed at Companies House. Please note that some information may be excluded where its disclosure would, or would likely to substantial prejudice our commercial interests or the commercial interest of any other person, except where disclosure would be in the public interest. Some information may also be excluded where its disclosure would constitute a breach of confidence. We may also withhold information which is personal information under the Data Protection Act 1998. To request a copy of the above information please contact the person named in the 'contact us' section above.

CLASS 5: HOW EDINBURGH UNIVERSITY PRESS MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES
Class description: Information about how we manage the human, physical and information resources

The information we publish under this class	How to access it
No information held.	

CLASS 6: HOW EDINBURGH UNIVERSITY PRESS PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS

Class description:

Information about how we procure goods and services, and our contracts with external providers

The information we publish under this class	How to access it
No information held.	

CLASS 7: HOW EDINBURGH UNIVERSITY PRESS IS PERFORMING

Class description:

Information about how Edinburgh University Press performs as an organisation, and how well it delivers its functions and services

The information we publish under this class	How to access it
The annual report	Web site http://www.euppublishing.com/userimages/ContentEditor/1432711558206/EUP%20Annual%20report%202014.pdf

CLASS 8: OUR COMMERCIAL PUBLICATIONS

Class description:

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or research journal.

The information we publish under this class	How to access it
Our online catalogue is available through our website	http://www.euppublishing.com
Our seasonal and subject catalogues are available to download from our website (pdf)	http://www.euppublishing.com/page/Catalogues These are also available in hard copy