

Responsible Officer:	
Responsible Office:	
Issuance Date:	01/1991
Effective Date:	01/1991
Last Review Date:	01/1991
Scope:	Publication

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TABLE OF CONTENTS

I. POLICY SUMMARY	2
II. DEFINITIONS	2
III. POLICY TEXT	2
IV. COMPLIANCE / RESPONSIBILITIES	2
V. PROCEDURES	4
VI. RELATED INFORMATION	4
VII. FREQUENTLY ASKED QUESTIONS	5
VIII. REVISION HISTORY	5

I. POLICY SUMMARY

Publications are a primary means of extending information to Division clientele. Development, production, and distribution of high-quality, useful publications are continuing objectives for all Division programs that are responsible for delivering information to clientele. The Division Publications unit in OER is responsible for preparing and distributing Division periodicals and one-time publications.

The Publications unit is responsible for assisting academic personnel in development of useful, understandable, professional publications. Proposed publications are evaluated as necessary through a professional review process involving Division management, subject area experts, and communications professionals. The Publications unit manages production and distribution of statewide publications.

The policy, guidelines, and instructions for manuscript preparation and processing are contained in the separate "Agriculture and Natural Resources Publications Policy and Guidelines" manual (currently under revision; when reissued, the manual will become part of the Division Administrative Handbook).

II. DEFINITIONS

III. POLICY TEXT

Distribution Of Division Publications

Free and priced publications are distributed through the central Division Publications warehouse in Oakland and at the Public Service Office on the Davis campus. The Cooperative Extension office in each county has the option of being a distribution center for all Cooperative Extension and Agricultural Experiment Station publications within that county.

Copies of each new Cooperative Extension publication are sent to each county and each appropriate subject-matter Specialist at the time they are issued.

A. Single Copies

Inquirers may receive a single copy of as many as 20 different free publications at County Extension offices or Public Service offices.

B. Bulk Supplies of Free Publications

1. Bulk supplies for the membership of any group may be furnished free of charge or be sold according to the recommendation of the County Director and/or the appropriate subject-matter Specialist, within the limits in B.3 below.
2. Bulk distribution to the schools or government agencies of any county will be made by the Distribution Unit if the County Director recommends it.

3. Bulk orders are handled according to the following procedures:
 - a. The value of the complete order (omitting single copies) is calculated on a cost-per-copy basis.
 - b. One order for \$5 or less is sent without charge. More than one free order per fiscal year is not granted.
 - c. Additional orders of any size are handled as regular sales orders; namely, on a cost-per-copy basis plus sales tax and postage.
 - d. Billings for all charges are made on the dates of shipment.

Copying Of Publications

A. Non-Copyrighted Material

Some Cooperative Extension statewide publications are not copyrighted and thus are in the public domain. Permission to duplicate Cooperative Extension publications or material from them should be given when it fosters wider dissemination of the material.

B. Copyrighted Material

For State publications that are copyrighted, requests for permission to duplicate should be made in writing to the Manager of Agriculture and Natural Resources Publications. The request for permission to duplicate County publications should be handled by the County Director.

Sale Publications Revenue

Sale publications are priced to reflect the direct costs of printing, related production expenses, and distribution. Other costs associated with their production are supported by the Division through University general funds. Revenue derived from the sale of publications is deposited in a separate fund, which supports the further production of publications. The Sales from Publications Account is a Division resource under the management of the Director--OER.

Publications--County

County Directors are responsible for all aspects of County publications. This section applies to all County publications with the exception of cost studies, newsletters, and meeting materials. County-based employees who publish new information resulting from test plots or applied research will submit the manuscripts to their County Directors. Jointly, they will decide whether the manuscript needs peer review and, if so, who should be asked to review the work.

If review is necessary, a publication review report form will be filled out and attached to each copy of the manuscript sent to a reviewer. The reviewer will return the reviewed publication with comments or suggestions to the author within 14 days. If it is not

possible to complete the review within this period, the reviewer will notify the author and work out a completion date or return the manuscript. If the reviewer and author fail to agree on content, the reviewer should submit the publication to one or more other reviewers competent in the subject area. Final approval for county publications shall rest with the County Director.

One copy of each official county publication should be sent to the Director, External Relations, Oakland, and the Natural Resources Library, Berkeley.

Pesticide Recommendations

All statewide pesticide guidelines to be published by the Division must be reviewed and approved by the Office of Pesticide Information and Coordination (OPIC) before publication by ANR Publications or in the IPM IMPACT program. This review and approval process is designed to assure that all recommendations are in accordance with existing laws, regulations, and the pesticide registration at the time of publication. The following process must be followed:

- A.** If the publication is to be published by ANR Publications, submit the manuscript to OPIC, accompanied by an MF-21 form, which is available from ANR Publications. If the information is to be put into the IMPACT program, submit it to the IPM Manuals Group and it will be forwarded to OPIC for review. Generally, OPIC will not review manuscripts not accompanied by an MF-21. When the review is completed and publication approved by OPIC, the author will be notified and the manuscript forwarded to ANR Publications.
- B.** When recommending a chemical for a specific site/pest relationship, one or more specific pesticide products may be applicable. Indicate clearly on the transmittal which products are believed to be currently registered for the uses being recommended. Provide the brand (trade) name and EPA registration number or a copy of the label if available. Lack of adequate information may cause delay in the review process.
- C.** Every two years after OPIC has approved pesticide guidelines, OPIC will review the guidelines to verify that the guidelines are still current. If the guidelines need to be revised, the publication will be referred to the author.

IV. COMPLIANCE / RESPONSIBILITIES

V. PROCEDURES

VI. RELATED INFORMATION

VII. FREQUENTLY ASKED QUESTIONS

VIII. REVISION HISTORY

October 2017:

Format updated.