



ST/PB/8
17 January 1957

Sale of Mimeographed Documents

(Rules adopted by the Publications Board at its 261st Meeting on 8 January 1957)

1. Any United Nations mimeographed document offered for sale to the public through sales agents, or through the United Nations Bookshop, or which is advertised for sale by any means, (including the indication of a sales price in the document itself), shall, for the purposes of the Publications Board, be considered a United Nations publication.
2. No mimeographed document shall be offered for sale to the public, as described in rule 1 above, without the prior authorization of the Publications Board to be obtained through the usual channels. Unless their production requires a special allocation of funds or of internal reproduction capacity by the Publications Board such items need not, however, be included in departmental proposals for annual publications programmes.
3. Each document offered for sale under the present rules shall be given a sales symbol under a numbering system set up by the Sales and Circulation Section which shall also determine the sale price by analogy with the rules set out in ST/PB/6. Numbering systems as well as sales price patterns to be applied by each regional office shall be established by the Sales and Circulation Section in consultation with the competent service in the regional office concerned. Arrangements for sales shall be strictly limited to meeting a demand which is known to exist.
4. The Publishing Service or the corresponding service in offices away from Headquarters may from time to time supply documents to applicants against reimbursement. The foregoing rule shall not apply to transactions of this kind, as these do not involve an offer of sale to the public.
