



ST/PB/3
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RULES CONCERNING THE DEPARTMENTAL DISTRIBUTION LISTS
FOR UNITED NATIONS PUBLICATIONS

(Approved by the Publications Board at its 223rd meeting)

I. DEFINITION

1. For the purposes of the present rules, departmental lists shall mean the lists for the free distribution of United Nations publications proposed by originating departments or offices other than the Department of Public Information and the Department of Conference Services.

II. PURPOSES OF DEPARTMENTAL LISTS

2. The standard official distribution of United Nations publications takes place in accordance with a uniform pattern based on policies gradually evolved by practice and, in certain of its aspects, agreed with delegation representatives. This pattern comprises the main categories of recipients to whom it is considered reasonable that certain United Nations publications should be automatically supplied free of charge and in appropriate quantities. The categories concerned are listed in the Annex.
3. Free distribution under departmental lists is additional to that described in the foregoing paragraph and additional also to the issue of press and review copies, which falls within the responsibility of the Department of Public Information. It is intended, more especially, to enable departments (a) to meet the author's normal obligations to those who have assisted him and (b) to create or sustain interest on the part of those influential in the field of work involved. Such distribution should not be on anything like the same scale as the standard official distribution or reach the same categories of recipients. Nor should it be so conceived as to defeat the General Assembly's objects with regard to the sale of United Nations publications.

III. COMPILATION

4. Departmental lists or additions to existing departmental lists may be compiled, according to circumstances, for recognized categories of publications or for individual publications.
5. Each such list or addition thereto shall be compiled on the responsibility of the head of the department or offices concerned and transmitted by his executive officer in good time to the Publishing Service of the Department of Conference Services.
6. The names on each list or addition thereto shall be arranged under the categories enumerated in paragraph 8.
7. Departmental lists shall be kept as short as is compatible with the achievement of the purposes defined in Section II.

IV. CONTENT

8. Departmental lists may, subject to paragraphs 9 and 10, include:
 - (i) persons or bodies who, in the view of the head of the department, have rendered specific service, worthy of recognition, in the preparation of the publication or publications to be distributed;
 - (ii) persons or organizations who, in the view of the head of the department, are of continuing and substantial assistance to the work of the department;
 - (iii) persons of eminence in the field dealt with in the publication or publications to be distributed, whose interest it is important, in the view of the head of the department, to enlist or retain.
9. Departmental lists or additions thereto, compiled in accordance with the foregoing paragraph shall not include the name of any person or body supplied with the publication concerned, either directly or indirectly, through the standard official distribution list or the lists of the Department of Public Information.
10. Care shall be taken to avoid duplication between departmental lists relating to the different editions of publications issued in several languages.

V. CONTROL

11. It shall be the responsibility of the Publishing Service of the Department of Conference Services to ascertain, before acting on any departmental list or addition thereto, that it has been drawn up in accordance with the present rules. Should the aforesaid service find, on the establishment of a new departmental list or of an addition to a departmental list, anomalies which cannot be eliminated in direct discussions with the departments concerned, it shall bring the matter to the attention of the Chairman of the Publications Board.

VI. YEARLY REVIEW

12. Once a year the Publishing Service shall submit galley strips of lists to the originating departments, the Department of Public Information and the United Nations Library for their comments. It shall then place before the Publications Board summaries by category of all departmental distribution lists, together with the comments or recommendations of the services concerned.

VII. EXCEPTIONS

13. (i) The foregoing paragraphs shall not apply in respect of the Treaty Series or of the publications referred to in article 26.2 of the Statute of the International Law Commission.
- (ii) In view of the heavy cost involved in the supplying of the Treaty Series, the departmental list in respect of this service shall be reviewed by the Publications Board in consultation with a representative of the Legal Counsel and no addition shall be made to it without the Board's express authority.
- (iii) Pending the introduction of a procedure suited to the special circumstances of the case, no addition to the departmental list in respect of the publications referred to in article 26.2 of the Statute of the International Law Commission shall be made without reference to the Publications Board.

ANNEX
STANDARD OFFICIAL DISTRIBUTION

Categories of recipients supplied:

By mail

DL (Depository libraries)
PL (Parliamentary libraries)
INT (Int'l Study Centres)
CEX (Complete Exchanges)
NGO's (Non-governmental organizations)
EX (Special library exchanges)
INF (Information Centres)
GOV (Ministries, Embassies, etc.)
BR (Branch UN Offices, Regional Comm.)
SA (Specialized Agencies)

Direct

Delegations
Secretariat
Press (DPI)
