

Directive No 4/2012

of the Rector on the sale of textbooks, books, magazines and other printing products related to the study at the St. Elizabeth University of Health and Social Work

1. All types of textbooks, books, magazines and other printing products owned by the University of Bratislava for sale to students, teachers and other interested parties are registered by the competent staff of the University of Bratislava library-scriptorium.
2. The price of each type of printed material is calculated by the University Library in Bratislava.
3. The price of individual printed materials is essentially made up of the acquisition cost plus 20% of overheads. Exceptions may be granted by the Rector.
4. Price lists are published on the website of the University under the script room.
5. Records of received and sold printed materials and the inventory of the library-scriptorium shall be sent by the responsible employee of the detached workplace to the head of the library in Bratislava. (see Annex 1)
6. The list of sold and received textbooks shall be recorded by the staff of the library-script room of the detached workplace according to Annex No.1 of this Directive. The staff member of the library-scriptorium in Bratislava shall keep a record of the sold and received textbooks in accordance with Annex 2 to this Directive.
7. The responsible employee of the library-scriptorium shall electronically deliver a summary of the monthly receipt of funds for the sale of printed materials to the head of the economic department by the 10th day of the following month (see Annex 3).
8. All income from the sale of printed materials is recorded by the library-scriptorium worker and the worker of the economic department.
9. Compliance with this Directive is the responsibility of:
 - Item No 1-8 - Head of the Bratislava Scriptorium Library
 - Item No. 5-8 - Head of the detached office
 - Item Nos 7-8 - Head of the Economic Department
10. The Chief Controller of the St. Elizabeth University of Health and Social Work is responsible for monitoring compliance with this Directive.
11. This Directive shall apply from 1.10.2012.
12. On 30.9.2012 the Rector's Directive No. 9/2011 on the sale of textbooks, books, magazines and other printing products related to the study at the St. Elizabeth University of Health and Social Work will expire.

prof. MUDr. Vladimír Krčméry, DrSc., Dr.h.c.
Rector

Annex No. 2 to the Rector's Directive on the sale of textbooks, books, journals and other printing products related to studies at the St. Elizabeth University of Health nad Social Work

Author's name	Title title	Selling price in EUR/pc	Inventory on the 1st day of the month		Sales		Sales for DTP		Free	Income/month		Inventory at the last day of the month	
			Number of pcs	Total EUR	Number of pcs	Total EUR	Number of pcs	Total EUR	ks	Number of pcs	Total EUR	Total number of pcs	Total EUR
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Annex No.3 to the Rector's Directive No. Directive on the sale of textbooks, books, journals and other printing products related to studies at the St. Elizabeth University of Health and Social Work

<i>Date of payment</i>	<i>Title title</i>	<i>Student's name</i>	<i>Amount/ EUR/</i>	<i>Docum ent/B,P /</i>
<i>Together:</i>				

<i>He billed:</i>	
<i>Workplace:</i>	
<i>Period:</i>	