



UNIVERSITY OF NATIONAL AND WORLD ECONOMY
AKADEMIC PUBLISHING
1700 Sofia, Bulgaria, 19 8th December Str.



INSTRUCTION

for the Submission of Printed, Electronic and Multimedia Publications
to the National Library “St. St. Cyril and Methodius”
and the UNWE University Library

Chapter One

General Provisions

Art. 1. This Instruction specifies the procedure, deadlines, and responsibilities related to the mandatory deposit of printed, electronic, and multimedia publications created and published by the Units “UNWE Academic Publishing House” and “UNWE Printing House” with the National Library “St. St. Cyril and Methodius” (NLSCM – Deposit Department; Sofia 1037, 88 Vasil Levski Blvd., tel. +359 2 9183 140, +359 2 944 65 91, +359 2 9183 215, +359 2 9183 139) and the UNWE University Library.

Art. 2. This Instruction is issued on the basis of:

1. The Legal Deposit of Printed and Other Works Act (State Gazette No. 108/2000, as last amended and supplemented).
2. The Rules for the Operation of the “UNWE Academic Publishing House”.

Chapter Two

Deposit of Printed Publications pursuant to Article 6 of the Act¹

Art. 3. (1) All printed books, monographs, textbooks, collected volumes, and periodicals produced by the University and assigned an ISBN or ISSN shall be subject to mandatory deposit.

(2) The deposit shall include:

1. Three (3) copies for the National Library “St. St. Cyril and Methodius” in the case of a print run of up to 100 copies;
2. Two (2) copies for the UNWE University Library – one archival copy and one copy for reader services.

Art. 4. The “UNWE Printing House” Unit shall deliver to the “UNWE Academic Publishing House” the required number of copies from the print run within five (5) working days after printing or production.

Art. 5. The “UNWE Academic Publishing House” shall organize the deposit of the copies within ten (10) working days after printing/production, and shall prepare a protocol and a covering letter.

¹ **Obligatory Deposit of Printed and Other Works and Disclosure of Media Service Distributors and Providers Act**
(Title amended – State Gazette No. 42 of 2009, in force as of 6 July 2009; supplemented – State Gazette No. 94 of 2018)

Chapter Three

Deposit of Multimedia Publications (CD/DVD)

Art. 6. All CDs/DVDs and other media containing multimedia products shall be deposited as follows:

1. Two (2) copies with the National Library “St. St. Cyril and Methodius”;
2. Two (2) copies with the UNWE University Library – one archival copy and one copy for use.

Art. 7. The Director of the “UNWE Academic Publishing House” shall be responsible for the submission within seven (7) working days after production.

Chapter Four

Deposit of Electronic Publications

Art. 8. All electronic books, teaching materials, and online publications produced by the University shall be subject to mandatory deposit.

Art. 9. (1) Deposit with the National Library “St. St. Cyril and Methodius” shall be carried out via the library’s electronic system or by means of a physical medium (CD/USB).

(2) The deposit shall be completed within seven (7) days after publication of the edition.

Art. 10. The University Library shall receive an electronic file (PDF/ePUB) and metadata for each publication, including: author, title, ISBN/ISSN, and year of publication.

Chapter Five

Control and Reporting

Art. 11. (1) The Academic Publishing House shall submit a quarterly report on deposited publications to the Chairperson of the UNWE Publishing Council.

(2) The original of the deposit protocol issued by the National Library “St. St. Cyril and Methodius” shall be kept in the records office of the “UNWE Academic Publishing House.” A copy of the protocol shall be provided to the author(s) of the publication.

(3) The University Library shall maintain a register of all received titles.

Art. 12. The persons responsible for the implementation of this Regulation shall be:

1. The Director of the “UNWE Academic Publishing House” – for the organization and deposit with the National Library “St. St. Cyril and Methodius” and the University Library;
2. The Director of the “Printing House” Unit – for the preparation and delivery of the required copies;
3. The University Library – for receipt, registration, and storage.

Chapter Six

Final Provisions

Art. 13. This Regulation shall enter into force as of the date of its approval by order of the Rector.

Art. 14. All units of UNWE shall be obliged to provide assistance for the proper and timely implementation of the deposit procedure.

This Instruction was adopted at a meeting of the Publishing Council of XXXXXX held on [date] 2025.