

Publications

There was no meeting in April due to the launch of People of Newcastle Vol. III.

There was a very successful launch at the Jesmond Bowling Club on 21 May. Pre-purchasing of publications to be collected is a useful way to proceed in future as all books can be collected and distributed efficiently. The Society expressed gratitude to the club for providing the room and their organisation. It went very smoothly.

A special purchase discount was made for all three Volumes or for any two volumes. Sales were very satisfactory.

The next Publications meeting will be held this Friday (16 June) so another report will be presented to Management in July and there may not be a report in September.

Jane Ison (Publications Officer)

Publications Officer (PO) Report

1. We remain in budget with postage and printing costs our main expenses to date. (Postage costs are eventually recouped.)
2. **It is disappointing that the sales procedures are not being read or followed by Librarians. I have placed procedures in the newsletter and notes on the sign-on book. All Display copies of books have been priced. Unfortunately, I have found that some books for sale are missing from the sales cupboard with NO explanation regarding what has happened to them. I have updated the sales book and still have not located sales for some titles.**
3. **The sales folder must be completed by Duty Librarians.** I cannot give an accurate report regarding what we sell if Librarians on Thursday and Saturday do not help by filling in the sales sheets and writing receipts that identify what is sold.
4. The replacement white spines (new stock that is best used with a new binder) that fit the People of Newcastle publications have been confirmed as appropriate for our old binder due to the size of these Publications. This will not always be the case for books with a different size.
5. The supplier Prime Grafix generously invoiced us for the spines and I will use this company rather than Unibind in future.
6. Sales of the coal mining books through the website have been in excess of \$200 in the last month. This is a wonderful outcome as NFHS has not sold any of these books in the period when I have been the PO!
7. No further digital downloads have been completed due to time restraints. I would like to try to get this done asap.
8. I do a costing of every publication and complete a costing for older publications prior to them becoming available as downloads. Commencing immediately, and to assist the Treasurer, I will include an estimate of the time it takes to produce each publication. This will be a conservative amount and will not include the time the IT coordinator takes to prepare a Publication for sale as a USB or as a download. If we needed to pay a printer outside the Society in order to create our Publications, a hefty cost would need to be factored into our sales price.
9. Note that each PDF download is sold for the same profit that we currently make on the existing hard copy/ies. Downloads will therefore be cheaper than the USB (if available) or the book. The credit costs are factored into the price we charge. All USBs cost \$35 so no download will cost more than \$35.

Jane Ison (PO) – June 2023