

## Cambridge University Press Publication Statement

Cambridge University Press is a department of the University of Cambridge and as such is covered by the University's Publication Scheme. This may be found at <http://www.admin.cam.ac.uk/univ/information/foi/publication.html> . However where there is further information on this department this may be found in this statement. This statement provides information in addition to that found on the University of Cambridge's Publication Scheme.

Who we are and what we do:

*Organisational information, locations and contacts, constitutional and legal governance*

Cambridge University Press is the printing and publishing house of the University of Cambridge founded by Letters Patent in 1534 and now a long-established international business. It is governed by Statute J of the *Statutes and Ordinances* of the University of Cambridge and is managed by the Press Syndicate. The constitution of the Syndicate is established by Ordinance, and the membership of the Syndicate is published in the *University Reporter*.

### Cambridge University Press (Holdings) Limited

Cambridge University Press (Holdings) Ltd is a wholly owned corporate subsidiary of the Press Syndicate, and was formed for the purpose of facilitating the establishment of branches and/or subsidiaries of the Press outside the United Kingdom. Cambridge University Press (Holdings) Ltd is registered in England and Wales, registration no. 4606950, and has its registered office at The Edinburgh Building, Shaftesbury Road, Cambridge, CB2 8RU. In accordance with the Companies Act 1985, the records of Cambridge University Press (Holdings) Ltd are available for inspection at the registered office.

- Oncoweb Limited is a wholly owned subsidiary of Cambridge University Press (Holdings) Ltd and is a dormant company. Oncoweb Ltd is registered in England and Wales, registration no. 03205128, and has its registered office at The Edinburgh Building, Shaftesbury Road, Cambridge, CB2 8RU. In accordance with the Companies Act 1985, the records of Oncoweb Ltd are available for inspection at the registered office.
- Cambridge Global Grid for Learning Limited is a wholly owned subsidiary of Cambridge University Press (Holdings) Ltd and is a virtual learning platform. Cambridge Global Grid for Learning Limited is registered in England and Wales, registration no. 04691393, and has its registered office at The Edinburgh Building, Shaftesbury Road, Cambridge, CB2 8RU. In accordance with the Companies Act 1985, the records of Cambridge Global Grid for Learning Ltd are available for inspection at the registered office.
- Cambridge Printing Services Limited is a wholly owned subsidiary of Cambridge University Press (Holdings) Ltd and provides printing services

to Cambridge University Press. Cambridge Printing Services Ltd is registered in England and Wales, registration no. 05846590, and has its registered office at University Printing House, Shaftesbury Road, Cambridge, CB2 8RU. In accordance with the Companies Act 1985, the records of Cambridge Printing Services Ltd are available for inspection at the registered office.

#### Greenwich Medical Media Limited

Greenwich Medical Media Ltd is a wholly owned corporate subsidiary of the Press Syndicate, and is a dormant company. Greenwich Medical Media Ltd is registered in England and Wales, registration no. 3026690, and has its registered office at The Edinburgh Building, Shaftesbury Road, Cambridge, CB2 8RU. In accordance with the Companies Act 1985, the records of Greenwich Medical Media Ltd are available for inspection at the registered office.

#### Cambridge Archive Editions Limited

Cambridge Archive Editions Ltd is a wholly owned corporate subsidiary of The Press Syndicate. Cambridge Archive Editions Ltd is registered in England and Wales, registration no. 03164415, and has its registered office at The Edinburgh Building, Shaftesbury Road, Cambridge, CB2 8RU. In accordance with the Companies Act 1985, the records of Cambridge Archive Editions Ltd are available for inspection at the registered office.

The Press website includes information about the Press' printing and publishing businesses, an online catalogue of Press publications, information for prospective authors and details of employment possibilities.

The Press website may be found at: [www.cambridge.org](http://www.cambridge.org)

#### Further information online:

About Us: <http://www.cambridge.org/about/>

The Syndicate is listed in the *University Reporter*:  
<http://www.admin.cam.ac.uk/reporter/>

Press Releases: <http://www.cambridge.org/press/>

How to find us: <http://www.cambridge.org/contacts/uk/directions.htm>

Management structure: <http://www.cambridge.org/about/structure.htm>

Academic Publishing: <http://www.cambridge.org/about/academic.htm>

Cambridge Learning- Education, English Language Teaching and electronic products developed by Cambridge-Hitachi: <http://www.cambridge.org/learning>

Bibles: <http://www.cambridge.org/uk/bibles/>

Journals: <http://journals.cambridge.org/action/login>

The Press around the world: <http://www.cambridge.org/about/world.htm>

Global contacts: <http://www.cambridge.org/contacts/>

Contacts by country: <http://www.cambridge.org/contacts/countries.htm>

Statute J may be found as an appendix to the annual report or at:  
[http://www.admin.cam.ac.uk/univ/so/pdfs/cso\\_2\\_statutej\\_69.pdf](http://www.admin.cam.ac.uk/univ/so/pdfs/cso_2_statutej_69.pdf)

What we spend and how we spend it:

*Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts*

The Annual Report and Accounts of the Press are published independently, and may be downloaded from the Cambridge University Press website (<http://www.cambridge.org/about/annualreport/>) together with the year's list of new publications.

The Executive Summary of the Report and Accounts is published on the website and in the Cambridge University *Reporter*. Printed copies of the Annual Report and Accounts are distributed to subscribers of the *Reporter* and may be purchased from the Cambridge University Press Bookshop at 1 Trinity Street, Cambridge, CB2 1RP, or direct from the Press.

Finance information beyond the annual report is not published on the internet.

Some Press Syndicate Treasury information appears on intranet at <http://intranet1.cup.cam.ac.uk/information/groups/departments/finance/treasury/> which requires password access

What our priorities are and how we are doing:

*Strategy and performance information, plans, assessments, inspections and reviews*

The Annual report may be found at: [www.cambridge.org/about/annualreport/](http://www.cambridge.org/about/annualreport/)

How we make decisions:

*Policy proposals and decisions. Decision making processes, internal criteria and procedures and consultations*

The Press Syndicate is the governing body of Cambridge University Press and consists of 18 members who oversee the Press' business and formally approve titles for publishing. Further information on the role of the Syndicate may be found in the Annual Report. [www.cambridge.org/about/annualreport/](http://www.cambridge.org/about/annualreport/)

The Press uses a Business Effectiveness Committee with staff drawn from all areas of the business whose aims are:

- To provide a framework for the prioritisation of projects by registering, discussing, assessing, communicating, and where appropriate prioritising such projects in line with agreed categories and procedures.
- To establish good practice and policy on other business process and where appropriate systems issues; to commission and brief Working Parties, to assess their reports, to take decisions, and where necessary to make proposals for improvements and new initiatives.

Our policies and procedures:

*Current written protocols for delivering our functions and responsibilities*

Conduct of Press business under Statute J of the University Statute and Ordinances: [http://www.admin.cam.ac.uk/univ/so/pdfs/cso\\_2\\_statutej\\_69.pdf](http://www.admin.cam.ac.uk/univ/so/pdfs/cso_2_statutej_69.pdf)

#### The Environment

Environmental Policy: <http://www.cambridge.org/about/environment/>

#### Intellectual Property and Compliance

Rights and Permissions: <http://www.cambridge.org/uk/information/rights/>

Copyright: <http://www.cambridge.org/policy/copyright/>

Privacy, FOI and Data protection: <http://www.cambridge.org/policy/privacy/>

#### Employment Opportunities

Careers: <http://www.cambridge.org/about/working.htm>

#### Global and HR policies and guidelines

These are published on the Press intranet accessible by username and password only. Please apply for a hard copy.

#### Lists and Registers:

*Information held in registers required by law and other lists and registers relating to the function of the Press*

Much of this information may be found on the University links for this section

A list of the Press board may be found at:

[www.cambridge.org/about/structure.htm](http://www.cambridge.org/about/structure.htm)

The services we offer:

*Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services to be offered*

Press publications currently in stock may be viewed at the Press Bookshop. A variety of brochures on Cambridge University Press and its publications are also available from the Bookshop.

Press Bookshop: <http://www.cambridge.org/uk/bookshop/>

## Other services

Pitt Building: <http://www.cambridge.org/pittbuilding/>

Cass Centre: <http://www.cambridge.org/casscentre/>

Alumni Discounts: <http://www.cambridge.org/university/alumni/>

Community work: <http://www.cambridge.org/about/community/>

Volunteering schemes and '7 hours' volunteering scheme:

Cambridge University Press actively supports its local communities through a Community Involvement Programme. The Europe Branch works to:

- identify local / educational / community projects which might benefit from help
- encourage employees to contribute by offering their practical and professional skills
- recognise employee involvement through a Volunteer Hours programme, through which staff are eligible to take up to seven paid 'volunteer hours' per calendar year

The Volunteer Hours programme works best when several staff members put their joint efforts towards projects. This means that collectively and over time we can build longer-term relationships and make a real difference to local educational and community projects.

## Charging:

Material which is published and accessed on a website is free of charge.

Charges may be made for paper copy as priced. Charges may be made to cover the costs of disbursements such as photocopying, postage and packaging, costs directly incurred as a result of viewing information.

If a charge is to be made, confirmation of payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## Written Requests:

Information held by the Press that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

