



## Application for Designation as a World Tourism Organization Depository Library

Please complete this form and submit it by e-mail, fax or post to:

**World Tourism Organization (UNWTO)**

Publications Section  
Calle del Poeta Joan Maragall, 42  
28020 Madrid, Spain  
Fax: +34 91 571 37 33  
E-mail: [pub@unwto.org](mailto:pub@unwto.org)

### Contact information

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Name of organization:

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Department:

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Mailing address:

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Official website of the library:

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Name of contact person:

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Title:

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Telephone:

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Fax:

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E-mail:

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**World Tourism Organization (UNWTO)** - A Specialized Agency of the United Nations

Poeta Joan Maragall 42, 28020 Madrid, Spain. Tel: (34) 91 567 81 00 – [info@unwto.org](mailto:info@unwto.org) / [unwto.org](http://unwto.org)

*Please recycle*



## About the organization

Director or Head of the organization:

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Ownership:

Government

Private entity

Company

Association

Other:

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Parent organization:

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Type of organization:

University

Library

Consulting firm

Research institute

Other:

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Sources of funding:

(a)

(b)

(c)

Other:

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Scope of activity:

International

National

Regional

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Main activities:

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Other relationship with UNWTO, if any:

Affiliate Member

Themis

Other:

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## About the library

Name of the library:

Year of establishment:

Library website:

Mailing address:

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Head of library:

Contact person with UNWTO:

Title:

E-mail:

Number of staff:

Specialists:

Other:

Administrative:

Total:

Total area in m<sup>2</sup>:

Annual budget of library in EUR or USD:

2015/2016:

2016/2017:

2017/2018:

Seating capacity of reading room:

Total number of volumes in collection:

Number of periodicals received annually:

Languages of publications in collection:

English

Russian

French

Arabic

Spanish

Other:

Equipment (number):

Computers:

Photocopiers:

CD-ROM readers:

Scanners:

Microfilm readers:

Other:



Is your library connected to a national bibliographic database?

- Yes  No

Number of users:

Per day:

Per year:

Which of these profiles best describes your library users?

- |   |  |
|---|--|
| <input type="checkbox"/> Government experts   | <input type="checkbox"/> University professors |
| <input type="checkbox"/> Economists           | <input type="checkbox"/> University students   |
| <input type="checkbox"/> Project managers     | <input type="checkbox"/> Researchers           |
| <input type="checkbox"/> Corporate executives | <input type="checkbox"/> Other:                |

Who benefits from your services?

- Members of your own organization
- Members of other organizations
- Other:

Is your library open to the general public?

- Yes
- No; please explain:

Opening hours:

## Additional information

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Are you currently a Depository Library of other organizations?

- Yes; please indicate:  No

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How did you learn about the UNWTO Depository Library Programme?

- UNWTO website  
 UNWTO informative materials  
 UNWTO seminars or events; please indicate:

- Through other UNWTO Depository Libraries  
 Other:

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Please choose the languages of the UNWTO publications that you would like to receive regularly. (In the case of books published in another language, you will receive the publication in its original language, which may differ from your preference.)

- English  Russian  
 French  Arabic  
 Spanish  Other:

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Please choose the preferred shipment.

(A list of shipping prices is found in the attached Terms and Conditions.)

- Express  Regular
- 

I agree with the application form and the Terms and Conditions of the UNWTO Depository Libraries Programme attached to this document and I request to participate in it.

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Date and signature of the representative  
of the library

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Date and signature of the representative  
of the organization

## Terms and Conditions of the UNWTO Depository Libraries Programme

As the leading international organization in the field of tourism, the World Tourism Organization undertakes large projects of research, analysis and data gathering within a variety of different segments and regions. The results are regularly released in numerous publications and provide a valuable and reliable source of information. Through its advantageous Depository Library Programme, the UNWTO promotes access by a wider audience to all the information and knowledge it acquires.

The participating libraries will receive all the official publications of the UNWTO in at least one of the official languages of the Organization.

### Requirements for Depository Libraries

Interested libraries must fulfil the following selection criteria and rules:

1. The interested library must belong to an institution of higher academic education or an acknowledged institution in the field of science.
2. All designated depository libraries are expected to place the material received in the care of qualified library staff and to keep it under bibliographic control.
3. All designated libraries are obliged to make UNWTO publications accessible to their students, free of charge, at reasonable opening hours. UNWTO does not accept publications to be placed in personal reference libraries of teachers or similar (see paragraph 9 of the "Ordering Rules").
4. Depository libraries are also encouraged to make deposited items available through interlibrary loan to users within their area who cannot easily visit the depository library concerned.

### Ordering Rules

Once the requesting library is accepted as a UNWTO Depository Library

1. Libraries may request the delivery of one (1) copy of the works, in one or more of the official languages of the UNWTO (English, French, Spanish, Russian and Arabic) at any time of the year. In the case of books published in another language, the library will receive the publication in its original language, which may differ from its preference.

2. Participation in the Depository Libraries Programme must be maintained for at least 12 months. After that period, participation in the Programme may be cancelled at any time.
3. Publication shipments will be made at least twice a year according to the chosen languages, without the need for individual orders by the Depository Library.
4. Based on the request, the UNWTO offers the Depository Library a 50% discount on the retail price of the publications. The library will receive, along with the requested books, an invoice that includes shipping costs. This invoice must be paid within 90 days from the date of issue.
5. In case of non-payment, shipments will be suspended. Once the pending payments have been received, the service will resume.
6. The library has the right (under the same conditions described above) to make up to two batch orders of books published before the date of its request to complete its collection of UNWTO titles.
7. All depository libraries receive an accreditation plaque indicating their participation in the UNWTO Depository Library Programme. In the event that the library withdraws from the Programme, the plaque must be removed.
8. All designated depository libraries accept to be recorded in the UNWTO Directory of Depository Libraries and also on the UNWTO Homepage.
9. The UNWTO reserves the right to confirm the observance of the conditions of UNWTO Depository Libraries through questionnaires or visits at any time.

Interested depository libraries located in countries currently designated by the United Nations as “least developed countries” (LDCs), which fulfil all mentioned selection criteria, are encouraged to apply for special discount conditions by sending an e-mail to: [depositorylibrary@unwto.org](mailto:depositorylibrary@unwto.org).

The number of UNWTO publications varies each year. The total number and value of UNWTO publications of recent years provides an indication of the future benefits of participating in the UNWTO Depository Library Programme.

## Additional information

For reference, the following tables show the financial implications in EUR in recent years, with the application of the 50% discount:

Language: <b>English</b>				
Year	2013	2014	2015	2016
Number of titles issued	18	11	13	12
<b>Total value in EUR</b>	<b>474</b>	<b>305</b>	<b>335</b>	<b>310</b>

Language: <b>French</b>				
Year	2013	2014	2015	2016
Number of titles issued	12	8	12	8
<b>Total value in EUR</b>	<b>280</b>	<b>188</b>	<b>289</b>	<b>233</b>

Language: <b>Spanish</b>				
Year	2013	2014	2015	2016
Number of titles issued	13	11	8	10
<b>Total value in EUR</b>	<b>351</b>	<b>285</b>	<b>187</b>	<b>275</b>

The shipping costs will be calculated based on the following table:

	<b>Regular mail (EUR)</b>	<b>Express mail (EUR)</b>
European Union countries, United States of America and Canada	Base rate: EUR 4.00 Per book: + EUR 2.50	15% of total amount, minimum: EUR 20
Rest of the world	Base rate: EUR 9.00 Per book: + EUR 3.50	15% of total amount, minimum: EUR 30