

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. 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: English				
Year	2013	2014	2015	2016
Number of titles issued	18	11	13	12
Total value in EUR	474	305	335	310

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

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

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

	Regular mail (EUR)	Express mail (EUR)
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