



## 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

Name of organization:

Department:

Mailing address:

---

---

---

---

Official website of the library:

Name of contact person:

Title:

Telephone:

Fax:

E-mail:

**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:

Ownership:

☐ Government

☐ Private entity

☐ Company

☐ Association

☐ Other:

Parent organization:

Type of organization:

☐ University

☐ Library

☐ Consulting firm

☐ Research institute

☐ Other:

Sources of funding:

(a)

(b)

(c)

Other:

Scope of activity:

☐ International

☐ National

☐ Regional

Main activities:

Other relationship with UNWTO, if any:

☐ Affiliate Member

☐ Themis

☐ Other:



## About the library

---

Name of the library:

---



---

Year of establishment:

---



---

Library website:

---



---

Mailing address:

---



---



---



---



---



---

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?

☐ Government experts

☐ University professors

☐ Economists

☐ University students

☐ Project managers

☐ Researchers

☐ Corporate executives

☐ 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

---

Are you currently a Depository Library of other organizations?

- ☐ Yes; please indicate: ☐ No

---

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:

---

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:

---

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.

---

Date and signature of the representative  
of the library

---

Date and signature of the representative  
of the organization



## Terms and Conditions of the UNWTO Depository Libraries Programme

(updated January 2022, entering into force on 1 March 2022)

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, UNWTO promotes access by a wider audience to all the information and knowledge it acquires.

The participating libraries will receive all the official UNWTO publications in at least one of the official languages of the Organization (Arabic, Chinese, English, French, Spanish and Russian).

### 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 10 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 UNWTO languages 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.

**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)



3. Publication shipments will be made regularly during the 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.
5. The library will receive via e-mail an invoice detailing publications and shipping costs. This invoice must be paid within 90 days from the date of issuance.
6. UNWTO will proceed with the corresponding shipment as soon as the payment is successfully received.
7. To complete its UNWTO collection, 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
8. All depository libraries receive an accreditation plaque indicating their participation in the UNWTO Depository Libraries Programme. In the event that the library withdraws from the Programme, the plaque must be removed.
9. All designated Depository Libraries accept to be recorded in the UNWTO Directory of Depository Libraries and also on the UNWTO Homepage.
10. The UNWTO reserves the right to confirm the observance of the conditions of UNWTO Depository Libraries through questionnaires or visits at any time.

Interested 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, with the application of the 50% discount:

### Language: English

Year	2016	2017	2018	2019
Number of titles issued	12	18	12	13
Total value in EUR	310	635	533	462

### Language: French

Year	2016	2017	2018	2019
Number of titles issued	8	3	4	3
Total value in EUR	233	233	233	233

### Language: Spanish

Year	2016	2017	2018	2019
Number of titles issued	10	4	4	3
Total value in EUR	275	263	238	233

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

