

Application for Designation as a Depository Library of the International Monetary Fund

Please complete this form and fax or mail to:

International Monetary Fund
Publication Services
700 19th Street, NW, 12-1607
Washington, DC 20431
FAX: (202) 623-7201

Questions about this application may be sent by e-mail to: DepositoryLibrary@imf.org

Name of Organization:

Department:

Name of primary contact: Mr./Miss/Mrs./Ms.

Title:

Mailing Address:

Street Address:

Telephone number:

FAX number:

E-mail address:

World Wide Web site:

Days and hours of operation:

About the Organization

1. Director or head of organization
2. Ownership (government/private/society/university/association)
3. Parent organization
4. Type of organization (university/library/consulting services/research institute)
5. Sources of funding

6. Scope of activity (international/national/regional)
7. Any other association with the International Monetary Fund?
8. Major activities of the organization

About the library

1. Year of establishment
2. Name of librarian
3. Professional background of the librarian
4. Number of staff Specialist () Qualifications Years employed
 Administrative ()
5. Total area: _____ sq. ft. / sq. m. (indicate whether feet or meters)
6. Seating capacity of reading room
7. Number of sections in library
8. Total number of volumes in collection
9. Number of journals received: Paid Exchange Gratis Total
10. Number of documents received gratis
11. Annual budget of library for the three most recent years for which information is available:
Books
Journals
Administrative
12. Acquisition procedures
13. Do you acquire books/journals directly from the publishers or through jobber or bookseller?

14. Equipment:

Computer
Microfilm reader
Photocopier
Mimeograph machine
CD-ROM
Facsimile machine
Other _____

15. Do users require:

Bibliographic searches
Purchase of publications for individual needs
Quiet work area
Other _____

16. Number of users daily _____ Number of individuals served during a year _____

17. Which of these professions best describes your library's users:

Government planner
Project manager
Economist
Businessman
Professor
Student
Researcher
Other _____

18. Do you lend books/journals to:

Members of your own organization
Members of other organizations
Members of the public
Libraries
Other _____

19. Is your library open to the general public?

20. Is access to your library free of charge?

21. What language other than English would your readers understand?

Arabic
Chinese
French
Russian
Spanish
Other _____

22. List your major sources of publications or information

23. Have you ever used a computerized bibliographic database?

24. List other organizations for whom you currently serve as a depository library

Submitted by: _____

Name and title

Contact person and title

Name of Library

Telephone number:

FAX number:

E-Mail address:

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