

Agreement
On the Acquisition of Books and Periodicals from _____
Between the
Ibero-American Institute Prussian Cultural Heritage Foundation,
PO Box 1247, D-10722 Berlin, Germany, represented by the Director,
and the
Bookseller _____

1. General Conditions of Acquisition

- 1.1. The Ibero-American Institute will purchase publications related to _____, Central and South America as well as the Caribbean, Spain and Portugal which are published in _____ in ____ and successive years. From the second year of the beginning of the contract publications published in the year before will also be purchased. The decisive year is the year of publication stated in the relevant book. Books published any earlier than these two years are not subject to the Blanket Order Contract and are not to be sent without an explicit order.
- 1.2. The bookseller _____ will send the Ibero-American Institute one copy of each publication.
- 1.3. An invoice will at least include five titles and no more than twenty titles. The deliveries are to be distributed evenly over the whole financial year.
- 1.4. Separate invoices will be issued for legal books and periodicals.
- 1.5. All invoices will be in duplicate and will state the titles and prices for a single copy of the respective publication and number them consecutively. Additional costs such as postage and other expenses and, if need be, costs for bookbinding will be listed separately. All invoices will state the particulars of the bank account (including ABA routing number or SWIFT-(BIC)Code) and will be clearly marked "*Blanket Order*".
- 1.6. Invoices will be paid after the receipt and verification of the delivery.
- 1.7. Within one year books up to a total value of _____ including legal publications up to a total value of _____ may be delivered to the Ibero-American Institute.
- 1.8. The Ibero-American Institute reserves the right to return publications which
- a) are in a faulty condition (e.g. unprinted pages, erroneous pagination)
 - b) are not in accordance with its acquisition regulations
 - c) have already been supplied by _____.

1.9. Periodic Publications

If a periodic publication (journal, year book, annual report, etc.) is published in the current year for the first time, only the first issue or volume will be sent to the Ibero-American Institute. If a periodic publication was first published before the current year, only the relevant bibliographical data will be sent. If the sending of a sample issue or bibliographical data results in a permanent order, this order will be valid without an explicit renewal of the subscription until its cancellation by the Institute.

1.10. Serials and multi-volume publications

Publications comprising several volumes will be sent complete without previous consultation if the first volume of the relevant publication is published in the current year. If the Ibero-American Institute is not interested in acquiring either all or some of the volumes of the relevant publication a notice will be sent by the Ibero-American Institute. If parts of a multi-volume publication have already been published, then _____ will only send the bibliographical information and the relevant prices.

1.11. Publications on video, CD and DVD: _____ will send lists including the relevant bibliographical data and price quotations.

1.12. In all cases in which any uncertainties regarding the acquisition regulations of the Ibero-American Institute will arise, _____ will only send the relevant bibliographical data and price quotations.

1.13. The Ibero-American Institute reserves the right to order titles with an order form, which will then not be delivered again within the Blanket Order Contract.

1.14. If a single copy of a publication exceeds the total of _____ the Ibero-American Institute will only be sent the relevant bibliographical data and price quotation. In such a case a decision about the acquisition will be made individually.

1.15. _____ will choose the most cost effective form of transport and will try to keep the costs for transport and packaging as low as possible.

1.16. _____ will organise the transport of books which will have been acquired in _____ by employees of the Ibero-American Institute or which are to be transported according to the instructions of the Ibero-American Institute. In these cases the Ibero-American Institute will be invoiced.

1.17. On the quotation lists from _____ all titles will be marked which have already been sent by _____ within the terms of the Blanket Order Contract.

2. Exclusion from Acquisition

- 2.1. Second or further editions insofar that they have not been revised or changed: in these cases apply the Ibero-American Institute requests to be sent the relevant bibliographical data and price quotations.
 - 2.2. Reprints and facsimile prints, coffee-table books, exhibition catalogues: in these cases, the Ibero-American Institute also requests to be sent the relevant bibliographical data and price quotations.
 - 2.3. Special prints from periodicals, anthologies and monographs;
 - 2.4. Material which is only available in handwriting and archive material;
 - 2.5. Publications of pornographic and other obviously inferior literature (e.g. comics);
 - 2.6. Advertisement and travel brochures, mail order catalogues, timetables, railway timetables, etc.;
 - 2.7. Translations; with the exception of:
 - a) Translations of scientific or academic publications from German-speaking areas into Spanish or Portuguese, if these publications are in accordance with the acquisition regulations of the Ibero-American Institute.
 - b) Translations from South or Central American Indian languages into Spanish or Portuguese or any other western languages, and vice versa.
 - 2.8. General textbooks without any relevance to the subjects collected by the Ibero-American Institute, schoolbooks, Do-it-Yourself-Books, etc.;
 - 2.9. Fiction covering less than 80 pages or published by the author personally;
 - 2.10. Single laws or form books;
 - 2.11. Publications by _____
3. The material will be sent to the following address stating the German customs number:

Ibero-Amerikanisches Institut Preussischer Kulturbesitz
Erwerbung
- DE/2100/S1/0021 -
Potsdamer Str. 37
D-10785 Berlin

This contract between the Ibero-American Institute and the bookseller _____ on the acquisition of the above mentioned publications will become effective as of _____ and may be cancelled until 31 December of each year. The decisive date is the date on the postmark. In case of a termination of the contract _____ has the right to send publications of the year in which the contract was terminated to the Ibero-American Institute until 31 March of the following year.

Berlin,

Director
Ibero-American Institute