

World Land Trust Books for Conservation Programme

Application Booklet

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World Land Trust

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*The World Land Trust Books for Conservation Programme
is supported by the Natural History Book Service*

Step-by-step Guide on How to Apply:

1. Read Criteria and Guidelines (page 3)
2. Read Terms and Conditions (page 4).
3. Fill in Application Form (page 5)
Please Note: By doing this you are agreeing to the Terms and Conditions.
4. Send completed application form to projects@worldlandtrust.org, or fax it on +44 (0) 1986 874425.
5. Once your application has been received and you/your organisation has been evaluated as eligible to receive books, World Land Trust will send you the current book catalogue.
6. Select books from catalogue.
7. Inform WLT of how you will transport the books to your organisation (page 3).
8. WLT will send you a quote for any costs in connection with transportation of books to a UK affiliate.
9. WLT will prepare the books for collection, or arrange for the books to be sent to an affiliate partner within the UK if applicable.
10. On receipt of books notify the WLT

NB: The WLT would also be pleased to hear how the books are used and by whom, along with any relevant photographs, as we may feature such information in the WLT Newsletter or on the News pages of the WLT web site.

Criteria & Guidelines

Eligibility

To qualify for a donation of books from the WLT 'Books for Conservation' Programme, your organisation must be:

- A non-governmental organisation;
- Located within a country where it is difficult to obtain natural history reference material;
- Connected with the preservation of the environment, natural habitats and/or wildlife.

Branches of large international organisations are not generally considered. (For full Terms and Conditions download the Application Booklet.)

Transportation of books

Unfortunately WLT is unable to send books overseas; however, if your organisation has contacts in the UK with which WLT is affiliated, we are able to send books to these affiliate partners (please note your organisation must cover the costs of transportation to affiliates)

It is also possible that your Embassy in London may be willing to arrange the transportation of books to you.

Books can also be collected by colleagues/representatives visiting the UK. Packages can be collected from the WLT office in Halesworth, Suffolk, or WLT may be able to arrange for packages to be transported for collection from the **Royal Geographical Society** in London or **BirdLife International** in Cambridge. By agreement we may be able to arrange for them to be sent to another UK address of your choice for collection.

Terms and Conditions:

1. The World Land Trust (WLT) will donate all books free of charge to eligible organisations. All transportation costs are to be covered by the recipient.
2. NGO/recipient accepts that the books are seconds/could be slightly damaged.
3. Books are NOT for resale.
4. NGO/recipient will identify an appropriate method of transporting the books following advice on Page 3 of this booklet.
5. Books will not be dispatched to a UK address until payment has been received. If collecting from the WLT office in Halesworth an appointment must be made in advance.
6. The World Land Trust will provide links to the recipient's website on the WLT website and send copies of the WLT Newsletter and eBulletin if requested.
7. The recipient organisation agrees to provide links to the World Land Trust on its website, and to send copies of any email newsletter, press releases or similar on line materials.
8. The use of the name of the WLT and its charitable status other than in conjunction with Term 6, is subject to prior agreement with the WLT.

Application Form:

Contact Details

Please provide contact details, including, if possible, a named contact, telephone number and any associated contact in the UK.

Nature of Work and Intended Use of the books

Other Information – please include anything that you feel is relevant.

Please write in the box below if you will be collecting the books from WLT offices including the date/time of collection, or give details of the UK affiliate whom you would like the books to be delivered to.

If you would like to receive the World Land Trust Newsletter please tick this box

If you would like to receive the WLT eBulletin please provide your email address in box below