

ArtsLibris

CONDITIONS OF PARTICIPATION ARTSLIBRIS ONLINE BOOKSTORE

Operation Mode

ArtsLibris offers its sales platform to all publishers, institutions and artists who wish to become part of its Online Bookshop.

Here we briefly illustrate how the ArtsLibris Online Bookshop works:

As a first step, the publisher, institution or artist communicates to ArtsLibris the books that they wish to incorporate into the online bookshop by sending a catalogue. ArtsLibris will place the final order for the books that will be incorporated into its bookshop according to the criteria of relevance of your project. ArtsLibris reserves the right not to incorporate those books that do not correspond to its guidelines or quality criteria.

Once the selection of books has been made, the publisher, institution or artist must send the agreed copies to the address indicated by ArtsLibris.

ArtsLibris manages the sale and shipment of the books to clients and applies a 30% commission on sales made from its online bookshop.

The publisher agrees to:

- Send ArtsLibris a **delivery note in Excel format** with the books you wish to sell on the online platform indicating: **Title of the book, Author, City of publication, Year, ISBN, size, number of copies sent and a brief description of the book.**
- Send along with the delivery note at least one **image of the cover** of the book and others if you consider it necessary with the following technical specifications: **Approximate size of 1280 x 853 pixels if it is horizontal or the inverse if it is vertical (it may be more or less you do not need to know exactly that value, but it should be around that resolution) and it should not weigh more than 500 KB.**
- Assume the cost of shipping and collecting the material that is incorporated into the ArtsLibris bookstore.
- Send an invoice every three months to ArtsLibris with the total amount of your books sold, minus 30% commission and having incorporated 4% VAT, corresponding to the sale of books in Spain, into the price of the book, so that ArtsLibris can make the payment.

ArtsLibris agrees to:

- Advertise the books that the publisher decides to incorporate into its online sales platform on its website, digital magazine and social networks.
- Manage the sale of the books from its online bookstore.
- Assume the management and shipping costs to customers.
- Inform the publisher, institution or artist of the total of their sales every three months so that the publisher can send them the corresponding invoice.
- Pay the total of the sales made every three months, minus 30% commission, by bank transfer to the account indicated by the publisher, institution or artist on condition that the publisher, institution or artist receives the corresponding invoice.

ArtsLibris Signature

Publisher's Signature



Rocío Santa Cruz
General director of ArtsLibris