Gift & Exchange Form

Office use:

Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Received Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

1. Donor’s information:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Title:** | £Prof. | £Dr. | £Mr. | £Mrs. | £Ms. | £Miss |
| **Name of donor / Organization:** |  |
| **Contact number:** |  |
| **Email:**  |  |
| **Address:** |  |

1. **Donation details**

|  |  |
| --- | --- |
| **Total No. of Donation:** |  |
| **No. of items:** | 1. Books
 | 1. Journals
 | 1. A/V Materials
 |
|  |  |  |  |  |  |
| **Attachments:** | £No  |  |
|  | £Yes, Number of attachments: |  |
| **Others:** |  |

1. **Acknowledge of Receipt**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| £ Not required | £ By email | £ By mail | £ Others, please specific: |  |

1. **Declaration**

|  |  |
| --- | --- |
| £ | *I understand that donated items will become the Library’s property. Hong Kong Shue Yan University Library reserves the right to make the final decision on their retention, allocation, processing, and disposal of gifts. Donated items not accepted will not be returned to the donor and it may be disposed of or exchanged to other institutions or be sold for fund-raising. HKSYU library can dispose of the items without prior notice.* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature of donor:** |  | **Date:** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Please complete this form and send it to the Library via post / fax / email / in-person. Thank you!***

|  |  |
| --- | --- |
| Address: | Shue Yan University Library,12 Wai Tsui Crescent, Braemar Hill, North Point, H.K. |
| Fax: | 2806 8044 |
| Email: | libgift@hksyu.edu |

*d If you have any questions, please free feel to contact Gift and Exchange Staff (Tel: 2806 7322)c* |