



Gift & Exchange Form

Office use:

Received by: _____

Received Date: _____

A. Donor's information:

Title: Prof. Dr. Mr. Mrs. Ms. Miss

Name of donor /
Organization: _____

Contact number: _____

Email: _____

Address: _____

B. Donation details

Total No. of Donation: _____

No. of items: I. Books II. Journals III. A/V Materials

Attachments: No

Yes, Number of attachments: _____

Others: _____

C. Acknowledge of Receipt

Not required By email By mail Others, please specific: _____

D. 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. HKSJU 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

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