

**THE HONG KONG POLYTECHNIC UNIVERSITY**  
**PAO YUE-KONG LIBRARY**  
**Donation Policy for books and print materials to the Library**

Pao Yue-kong Library is grateful for any gifts of books, journals, conference proceedings, reports, audio-visual materials, manuscripts and other print materials relevant to the Library's [Collection Development Policy](#) from donors provided that there is no restriction to their handling and use. Materials authored by the University's faculty and alumni or published by the University are most welcome to enrich the Library Collection. For cash or other donation in-kind to the University, please refer to [Give Now](https://www.polyu.edu.hk/giving/give-now/) (<https://www.polyu.edu.hk/giving/give-now/>) of the Alumni Affairs and Development Office.

### **Selection Criteria**

The Library generally

Accepts :

- Materials relevant to the University's teaching and research needs
- Titles published in current three years for books (Rare books in English and Chinese will be considered)
- Titles published by PolyU or the HKSAR Government for journals

Declines :

- Duplicate items already held by the Library
- Previous editions of reference works or textbooks
- Items in poor physical conditions
- Books whose contents are obsolete/outdated e.g. travel guides, computer programming
- Broken run of journal issues
- Computer application program or software
- Materials in a format no longer supported by current equipment in the Library e.g. video laser discs, floppy disks, filmstrips

### **Drop off donations at the Library's service counters**

Drop-off donations will only be accepted if accompanied with completed donation form or donor's contact information :

- Donation form  
To keep record of the donation and follow up on donation acknowledgement and disposal of the items if they are not accepted, donors are recommended to fill in the below donation form when giving the donated items to the Library.
- Donor's contact information  
If donor does not fill in the donation form, contact information such as email must be provided for the Library to further liaise with the donor if needed. The contact information will be not used for other purposes but solely for matters related to the donation.

### **Ownership of donated items**

Once the donation is accepted, the Library is the sole owner of the donated item/s and can decide on the location, retention period and binding format of the item/s. The ownership cannot be reversed.

Donors are welcome to send in list of donated items for review before bringing them to the Library. For further enquiries, please contact us at [lbacq@polyu.edu.hk](mailto:lbacq@polyu.edu.hk) or 2766 6976.



## Donation Form

Reset Form

Dear Sir/Madam,

I would like to donate \_\_\_\_\_ items (Quantity) to Pao Yue-kong Library. Please  
acknowledge receipt of the items  
add the donor's name on your bookplate: \_\_\_\_\_

Select one of the following options below :

dispose of the items if they are not accepted

notify me to collect the items if they are not accepted (Not applicable to overseas donor)

(Please provide the contact information below if acknowledgement and/or notification is required)

Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

I understand and agree that the Library may not add the above item/s to the library collection. If they are accepted, the Library is the sole owner of the item/s and can decide on the location, retention period and binding format of the item/s. The ownership cannot be reversed. All unwanted items can be disposed of at the Library's discretion.

Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
PolyU Staff no.  
(If applicable) : \_\_\_\_\_  
Date : \_\_\_\_\_

### 贈送刊物事宜

執事先生：

本人欲捐贈 \_\_\_\_\_ 件刊物 (數量) 給香港理工大學包玉剛圖書館。請：  
回覆收到刊物  
在圖書館藏書票上加入贈書者名字： \_\_\_\_\_

請選擇以下其中一項：

由圖書館處理不被納入館藏之書刊

通知本人取回不被納入館藏之書刊 (不適用於海外捐贈者)

(如希望收取信函確認收妥捐贈表格及贈書，請提供聯絡方法以便跟進)

地址: \_\_\_\_\_  
\_\_\_\_\_

電郵: \_\_\_\_\_  
電話: \_\_\_\_\_

本人明白及同意圖書館有決定權是否將以上書冊/刊物納入館藏。若納入館藏，圖書館將全權擁有，捐贈者不能取回。圖書館有權決定刊物之館藏地點、保存期限及釘裝形式。圖書館有權處理不被接納之書刊。

簽名: \_\_\_\_\_  
姓名: \_\_\_\_\_  
理工職員號碼:  
(如適用) \_\_\_\_\_  
日期: \_\_\_\_\_

## **Personal Information Collection Statement (PICS)**

The information collected from you will be used for the purpose of processing your donation(s). Failure to complete the form may affect the processing. The Library may give specified information to other departments within the University for the purpose specified above or a purpose that is directly related. Under the Personal Data (Privacy) Ordinance, you may request for access to and/or correction of your personal data in relation to your application. If you wish to do so, please write to the Departmental Personal Data Officer, Pao Yue-kong Library, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong.

For PolyU Staff, please also refer to the [PICS \(http://www.polyu.edu.hk/hro/pics\\_staff.pdf\)](http://www.polyu.edu.hk/hro/pics_staff.pdf) for Staff.