



**THE HONG KONG POLYTECHNIC UNIVERSITY**  
**Pao Yue-kong Library**  
香港理工大學

## **Gifts to the Library**

The Hong Kong Polytechnic University Library (Pao Yue-kong Library) is grateful for any gifts of books, journals, audio-visual materials, government documents and other materials from donors provided that there is no restriction to their handling and use. Except for rare and special items, the Library generally

Accepts:

- Materials relevant to the university's teaching and research needs
- Items published within the last 4 years
- Items in good physical conditions

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- Duplicate items already held by the Library
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- Books whose contents are obsolete
- Broken run of journal issues
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- Materials in a format no longer supported by current equipment in the Library e.g. 12" video laser discs, 5.25" floppy disks, filmstrips, phonorecords

The Library has the responsibility to decide on the location, retention period and binding format and reserves the right to sell, exchange or dispose of the donated materials.

To make a donation, please sign on a Letter of Gift (overleaf) and send it with the gift items to the following section of the Library. An itemized list of the materials, attached to the letter, is most welcome. Gifts will be acknowledged by email or letter at the request of the donor.

Gift & Exchange  
5/F, Acquisitions Section  
Pao Yue-kong Library  
The Hong Kong Polytechnic University  
Hung Hom, Hong Kong

Donors may arrange to have their gifts evaluated before bringing them to the Library. Please contact Cindy Lui at 2766-6910 or [ser.lib@polyu.edu.hk](mailto:ser.lib@polyu.edu.hk) for further enquiries.

## Letter of Gift

Dear Sir,

I would like to donate \_\_\_\_\_ books / journals / CD-ROMS / VCDs / DVDs\* to the Hong Kong Polytechnic University Library. Please

- # acknowledge receipt of the items  
# add the donor's name on your bookplate: \_\_\_\_\_  
# return me the items if they are not accepted (Not applicable to overseas donor)  
Address: \_\_\_\_\_ Phone or Email: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that the library may not add the above items to the library collection. If they are accepted, the library can decide on the location, retention period and binding format of the materials. All unwanted items can be disposed of at the library's own discretion.

Signature: \_\_\_\_\_  
Name : \_\_\_\_\_  
PolyU Staff no. : \_\_\_\_\_  
Date : \_\_\_\_\_

\* Delete where appropriate

# Tick where appropriate

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### 贈送刊物事宜

執事先生：

本人欲捐贈 \_\_\_\_\_ 書籍 / 期刊 / CD-ROMS / VCDs / DVDs\* 給香港理工大學圖書館。請：

- # 回覆收到刊物  
# 在圖書館藏書票上加入贈書者名字: \_\_\_\_\_  
# 通知本人取回不被納入館藏之刊物 (不適用於海外捐贈者)  
地址: \_\_\_\_\_ 電話 / 電郵: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

本人明白圖書館不一定把以上刊物納入館藏。若納入館藏，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刊物。

簽名： \_\_\_\_\_  
姓名： \_\_\_\_\_  
理工職員號碼： \_\_\_\_\_  
日期： \_\_\_\_\_

\* 請劃去不適用之項目

# 請在適當處加上 '✓'