Book Donation to the Library

The Pao Yue-kong Library is grateful for any gifts of books, journals, conference proceedings, reports, audio-visual materials, manuscripts and other materials 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 University Collection.

The Library generally

Accepts:

- Materials relevant to the University’s teaching and research needs
- Items in good physical conditions

Declines:

- Duplicate items already held by the Library
- Previous editions of reference works or textbooks
- Books whose contents are obsolesce
- 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. 12" video laser discs, 5.25" floppy disks, filmstrips, phonorecords

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

To make a donation, please send the donated items to the following address with the optional donation form. Gifts will be acknowledged by email or letter for donors who have completed and returned the donation form:

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

Donors may arrange to have their donation evaluated before bringing them to the Library. Please contact Josephine Lee at 2766-6900 or lbacq@polyu.edu.hk for further enquiries.
Dear Sir/Madam,

I would like to donate _______ items (Quantity) to the 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)

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 discretion.

Signature: ___________________________
Name: ______________________________
PolyU Staff no.: _______________________
Date: ______________________________

Dear Sir/Madam:

本人欲捐赠_______件刊物 (数量) 给香港理工大学包玉刚图书馆。请:

☐ 回覆收到刊物
☐ 在图书馆藏书票上加入捐赠者名字: ________________________________

(请选择以下其中一项)
☐ 由图书馆处理不被纳入馆藏之书刊
☐ 通知本人取回不被纳入馆藏之书刊 (不适用于海外捐赠者)

地址: ___________________________ 電話 / 電郵: ___________________________
                                                                                      ___________________________
                                                                                      ___________________________

本人明白图书馆不一定把以上刊物纳入馆藏。若纳入馆藏，图书馆有权决定刊物之馆藏地点、保存期限及钉装形式。图书馆有权处理不被接纳之书刊。

签名: ______________________________
姓名: ______________________________
理工职员号码: _______________________
日期: ______________________________
**Personal Information Collection Statement (PI CS)**

The information you provide in this form will be used for the purpose of providing general library services or a directly-related purpose in PolyU. The Library may give specified information to authorized PolyU offices and legal authorities, where applicable, for purposes relating to the collection of such information.

台端於本表格提供的資料會被用作提供一般圖書館服務或在香港理工大學的直接有關用途。包玉剛圖書館可能會把該等資料提供給獲授權的香港理工大學部門及法定機構，作為有關收集該等資料的用途。

(文義如有歧異，以英文本為準)