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|  | Item Donation Proposal Form | |
|  | Ref No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| (Please fill in this form to express your intent to donate. This form can be downloaded from the Library Collection Development Policy webpage: http://www.cityu.edu.hk/lib/about/collpolicy/coll\_policy.htm#gift) | |
| Potential Donor Information | |
| |  | | --- | | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Prof/Dr/Mr/Mrs/Ms/Miss\*) \**delete as appropriate*  Phone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Proposed Donation Items | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | No. | Title | Author | Publisher | Year/Edition | ISBN | | 1. |  |  |  |  |  | | 2. |  |  |  |  |  | | 3. |  |  |  |  |  | | 4. |  |  |  |  |  | | 5. |  |  |  |  |  | | 6. |  |  |  |  |  | | 7. |  |  |  |  |  | | 8. |  |  |  |  |  | | 9. |  |  |  |  |  | | 10. |  |  |  |  |  |   *(Please attach a separate sheet if you need more space)* | |
| Acknowledgement (Please check the boxes to select the options) | |
| If the proposed donation items are accepted into the Library Collection,  I wish to get the acknowledgement of receipt by email at the above email address.  I wish to indicate my name as the donor on a bookplate as: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Agreement on Item Donation (Please sign below to acknowledge your agreement) | |
| |  |  | | --- | --- | | I understand that when a donation of materials is accepted for including in the Library Collection, the Library becomes the sole owner, and reserves the ultimate right to determine retention period, location, level of cataloguing, appropriateness for digitization, access, and other considerations related to use and disposal of unwanted donations via exchange, donation to other libraries, or recycling. | | | I have read the Donation Policy on the reverse of this form and agree to all terms. | | | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
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Notes:

1. The Library will review the Item Donation Proposal according to the Donation Policy and get back to you normally within 2 weeks.
2. If the items are rare materials, substantial and renowned collection (over 500 items), please contact the Library for informing the University’s Development Office.

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Donation Policy

The Run Run Shaw Library welcomes donation of books and other materials to enrich its collection. To make sure the donated items are relevant to the needs of the University community and in view of the high cost of processing, the Library may not be able to take on every donation and will follow the policy below in considering donated items.

Acceptance Guidelines

* Donations will only be accepted on the understanding that the Library becomes the sole owner, and reserves the ultimate right to determine retention period, location, level of cataloguing, appropriateness for digitization, access, and other considerations related to the use and disposal of unwanted donations via exchange, donation to other libraries, or recycling.
* Please fill out the Item Donation Proposal Form to list out your donated items for our review first. The Library will not accept drop-off donations with no prior review by library staff.
* The Library will review the item donation proposal and get back to the potential donor normally within two weeks.

Generally the Library accepts:

* Academic and scholarly materials that support the curricula of the University
* Materials of our faculty’s research interests
* Materials that fill a gap in our existing collection

We appreciate your offer. At the same time, we do not accept:

* Titles that the Library already owns (unless in high use or a special edition)
* Materials in poor physical condition
* Popular books, fiction, trade books or popular magazines
* Outdated or superseded titles (e.g. travel guides or directory-type materials)
* Scattered or single issues of periodicals
* Non-academic audio-visual materials (unless course-related)
* Non-print materials that require equipment that the Library does not own, or is unlikely to acquire
* Textbooks (published beyond three years)
* Computer manuals

Special Requests

Donated materials normally would not be placed on special shelves or separated from the main collection. Any other special requests from donors on handling or using the materials will not be considered. Donated books can be acknowledged with bookplates if the donor wishes.

Funding Support for Gift Collections

Donors of large collections are encouraged to consider providing funding support for the preservation, housing, processing, cataloguing and sustaining the viability of their donation to facilitate access, use, and enhanced learning and research.

Donation Evaluation

The Library is not able to provide donors with appraisals of the donations for tax purposes.

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| Please send the completed form to the Library at the address below, by email or fax. | |
| Gift & Exchange Collection Development and Management  Run Run Shaw Library City University of Hong Kong Room A, 22/F, Montery Plaza 15 Chong Yip Street, Kowloon Hong Kong | Email: [lbacq@cityu.edu.hk](mailto:lbacq@cityu.edu.hk)   Fax: (852) 3442-0208 |

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