



Gift & Exchange Form 贈書表格

Office use:
Received by: _____
Received Date: _____

A. Donor's information 捐贈者資料:

Prof. 教授 Dr. 博士 Mr. 先生 Mrs. 太太 Ms. 女士 Miss 小姐
Title 稱謂

Name of donor/Organization 姓名 / 機構

Contact number 聯絡電話

Email 電郵地址

Address 地址

B. Donation details 捐贈物品資料

Total No. of Donation 捐贈物品總數

Books 書籍 _____ Journals 期刊 _____ AV Materials 多媒體 _____
No. of items 捐贈物品的各數量

No 沒有 Yes, Number of attachments 有, 請註明數量 _____
Attachments 附件

Others 其他

C. Acknowledge of Receipt 感謝收到捐贈物品覆函

Not required 不需要 By email 電郵 By mail 郵寄 Others, please specific _____
其他, 請註明

D. Declaration 贈書條款

- 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.*
本人理解, 香港樹仁大學圖書館擁有捐贈物品的所有權; 圖書館保留權利, 可就捐贈物品保存、編配、處理和處置等事宜作最後決定; 捐贈物品將不會退還給捐贈者, 而不獲接納的捐贈物品可能會被處置、作禮物交換或出售以籌組圖書館發展資金; 樹仁大學圖書館可丟棄捐贈物品而不預先通知。

Please complete this form and send it to the Library via post / fax / email / in-person. Thank you!
請填妥此表格, 然後郵寄 / 傳真 / 電郵或親自交給圖書館, 謝謝!

Address 地址 Shue Yan University Library, 12 Wai Tsui Crescent, Braemar Hill, North Point, H.K.
香港北角賢馬山慧翠道 12 號香港樹仁大學圖書館綜合大樓
Fax 傳真 2806 8044
Email 電郵 libgift@hksyu.edu

☞ *If you have any questions, please free feel to contact Gift and Exchange Staff (Tel: 2806 7319)* ☞
☞ 如有疑問, 請致電圖書館贈書部職員 (電話: 2806 7319) ☞