

Gift Donation to Library

The Library welcomes donation of books and other materials that align with the learning, teaching and research priorities of the College.

Conditions of acceptance:

- Materials in good to excellent condition may be accepted.
- The Library reserves the right to accept or decline prospective donations.
- Once a donation is accepted, the Library reserves the right to make the final decision on retention, cataloguing treatment, and other considerations related to the use or disposal of the donated items.
- The Library does not accept donations with restrictions or special conditions attached to them.

- The Library will **NOT** accept the following items as gifts or donations:
 - Duplicate items already held by the Library;
 - Outdated textbook;
 - Individual magazine/journal issues;
 - Materials in poor condition (defective, moldy, pages torn/missing, brittle paper, etc.);
 - Illegal, pirated or copyright-infringed items (Photocopies, off-prints, etc.);
 - Stamped publications (e.g. already stamped as other organization's property);
 - Currency of media format (e.g. VHS tapes, floppy diskettes will not be accepted)

Donation Method:

- Contact us first before you wish to donate items;
- Fill out **Gift Donation Form (attached)** with basic descriptions of donated items (e.g. Title, quantity, contact means, etc.);
- For any donations of materials to the Library, please contact us at: Email: uowchklib@uow.edu.au or Phone: 2707-4643



UOW
COLLEGE
HONG KONG
香港伍倫貢學院

Formerly known as
Community College
of City University
Part of
UNIVERSITY
OF WOLLONGONG
AUSTRALIA

UOWCHK Library

Book Donation Form

Name in English : _____
(Mr/Mrs/Ms/Prof/Dr) : _____ (Surname) _____ (First Name)

Contact: _____

Donated items

Books ☐ Journals ☐ Number of items: _____

Title and year of publication:

(1) _____

(2) _____

(3) _____

I would like to have:

Acknowledgement receipt (Annex B)

☐ Yes ☐ No If yes, Email: _____

Bookplate(s) with donor's name to be placed on donated item(s)

☐ Yes ☐ No If yes, please provide the name: _____

I understand that:

- Donated items may not be added to the library collection. These items will not be returned to donors unless prior agreement is made.
- The Library reserves the right to make the final decision on the retention, location, processing and disposal of the donated materials.

Signature: _____ Date: _____

Please return the completed form to **uowchk-lib@uow.edu.au** or call **(852) 2707-4214** for enquiries.

Library Use Only

Donation Reference Number: DON-20____-____-____ Received date: _____

Handled by: _____