Tung Wah College Library

Gift Donation Policy

The Library welcomes donation of books and other materials that support the educational interests of the College. These gifts-in-kind are a valuable addition to our Library collection.

Conditions of acceptance:

- Only items in good to excellent condition will be accepted.
- The Library reserves the right to accept or decline prospective donations.
- Once a donation is accepted, it becomes the property of the College on an irrevocable basis. The library reserves the right to retain or dispose of any donated items as it deems appropriate.
- The Library does not accept donations with restrictions or special conditions attached to them.

Generally, the Library will **NOT** accept the following items as gifts or donations:

- Duplicate items already held by the Library
- Outdated textbooks
- Books in the subject areas of Business, Science, Technology and Medical that are more than 4 years old.
- Newspapers, magazines and periodicals
- Materials in poor condition (defective, moldy, pages torn/missing, brittle paper, etc.)
- Photocopies, off-prints, etc.
- Illegal, pirated or copyright-infringed items
- Stamped publications (e.g. already stamped as other organization's property)
- Media in older or less commonly used formats. (e.g. U-matic tapes, VHS, phono records, computer diskette in 3.5 inches, etc.)

Should you wish to donate items to the Tung Wah College Library, please fill out relevant contact information and sign to accept the terms and conditions in the Gift Donation Form on p. 2, and send the items to **Library, Tung Wah College, 31 Wylie Road, Homantin, Kowloon, Hong Kong**.

Please contact us first should you wish to donate more than 20 items. An inventory listing with basic descriptions (e.g. Title, quantity, contact means, etc.) may be required.

For any enquiries about donations of materials to the Library, please contact us at:
Email: lb@twc.edu.hk
Phone: 3190-6650

Last modified: 13 January, 2012

Gift Donation Form

Please complete and sign this form so that we can receive and acknowledge your generous donation.

Name: _____

Contact phone no.: _____

Email: _____

Address: (if you wish to receive acknowledgement by mail) : _____

_____

Donation list (*Please attach a separate sheet if necessary*):

Title	Quantity	Brief description	Remarks

I require bookplate(s) with donor's name to be inserted into donated item(s) . ☐ *Yes* ☐ *No*

I require a letter of acknowledgement to be sent to me by email/mail. ☐ *Yes* ☐ *No*

I understand that the Library is the sole owner of my donated items and it has the right to determine their location, retention and usage.

Signature: _____ Date: _____