

## Tung Wah College Library 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	Publication information	Quantity	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: \_\_\_\_\_

**Library use:**

Ref. No. (YY/MM/No.) \_\_\_\_\_

Received on: (YY/MM/DD) \_\_\_\_\_

Handled by \_\_\_\_\_

Library Action \_\_\_\_\_

ACQ: \_\_\_\_\_

CAT: \_\_\_\_\_