



## Donation Form

### General Donation Policy

- Materials offered as a donation is not always added to the library collection.
- Donated materials will be evaluated with criteria, such as relevance to the teaching programs, usage, currency, physical conditions and so on.
- The Library may not accept items that are already found in the collection. Donated materials become the property of the Library.
- The Library reserves the right to dispose donated items not required by the library collection.
- Please see also the donation policy at:  
<http://www.library.ln.edu.hk/about/rules-regulations-policies/acquisition-policies#donation>
- Lingnan University Library Privacy Policy Statements are available at:  
<http://www.library.ln.edu.hk/about/rules-regulations-policies/privacy-policy-statements>

### 1. Donor's information:

Name in English: (Mr/Mrs/Ms/Dr/Prof) (Surname) \_\_\_\_\_ (First name) \_\_\_\_\_

Name in Chinese: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact tel. no.: \_\_\_\_\_ Email address: \_\_\_\_\_

### 2. Donation details:

Type:  Book  Journal  Others: \_\_\_\_\_

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Place: \_\_\_\_\_

Publisher / Producer: \_\_\_\_\_

Year of publication: \_\_\_\_\_

ISBN / ISSN: \_\_\_\_\_

No. of copies / volumes: \_\_\_\_\_

*(Note: Donation details can be provided as a separate attachment with the above information listed)*

### 3. I would like the library to:

- Acknowledge receipt of the materials:  Not required  By email  By post

I understand that the Library may not add the above items to the library collection. The Library reserves the right to apply standard processing procedures for the donated items. All unaccepted items would be disposed at Library's own discretion.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For enquiry, please call (852) 2616 8544 or email [libcoll@ln.edu.hk](mailto:libcoll@ln.edu.hk)

Address: Collection Development and Gift & Exchange, Fong Sum Wood Library, Lingnan University,  
8 Castle Peak Road, Tuen Mun, N.T., Hong Kong.