Ref No.:

HONG KONG PUBLIC LIBRARIES DONATION RECORD

To: Librarian,
Hong Kong Public Libraries ("HKPL")

- 1. I / We herewith donate the item(s) as set out in the Schedule attached hereto ("donation(s)") to the Government of the Hong Kong Special Administrative Region ("the Government").
- 2. I / We declare that to the best of my/our knowledge, the donation(s) does/do not consist of or contain (i) material(s) which infringe(s) or (ii) material(s) which is/are alleged to infringe the intellectual property rights of any person.
- 3. I / We hereby warrant that the possession of the donation(s) by the Government, HKPL or their library users does/do not and will not infringe the intellectual property rights of any person.
- 4. It is understood that the Government would only accept the donation(s) if the donation(s) does/do not infringe or is/are not alleged to infringe any intellectual property rights of any person.
- 5. It is further understood that if after being accepted by the Government, the donation(s) is/are found not suitable for library collection, or found to consist of or contain material(s) which infringe(s) or is/are suspected to infringe the intellectual property rights of any person, the Government is entitled to dispose of or otherwise deal with the donation(s) at its sole discretion without notice to me/us.
- 6. I/ We understand that the Government would not issue any acknowledgement to the donor on whether the donation(s) is/are accepted.

Please put a ' \(\) in the box and fill in the <u>corresponding information</u> below.							
☐ Individual Donor							
Name of Donor :(*Mr/Ms/Miss/Mrs) (Full name in block letters)	Signature :						
☐ Company/Firm/Corporation Donor							
Name of Authorised Representative: (*Mr/Ms/Miss/Mrs) (Full name in block letters) Signature:							
Post Title of Authorised Representative :							
Name of Company/Firm/Corporation:							
Address :							
Contact Tel. No.: Da	ate :						

Remarks:

- i. * Please delete if not applicable
- ii. The personal data provided by means of this form will be used for the purpose of this donation and contact only. Incomplete and inaccurate information may prevent the processing of this donation. You have the right to request access to and the correction of the personal data provided in this form in accordance with Section 18 and 22 of and Principle 6 of Schedule 1 to the Personal Data (Privacy)Ordinace (Cap486). Your right of access includes the right to obtain a copy of such data subject to a charge as prescribed by the Leisure and Cultural Services Department. Please contact the library staff if you have enquiries concerning the personal data collected by means of this form including the making of access and corrections.

SCHEDULE

Details of Donation(s):

Item	No Title	Author	Publisher	Year/ Edition	Qty	Intellectual property rights (Please put a ✓ j in this column if you are the intellectual property rights owner of the item)			
		For Library	Use Only						
			Public Library						
1.	Received by staff:	(Signature)_		(Post)					
2.	Handled by Librarian:	(Signature)_		(Post)					
			Item No.	<u>Qu</u>	antity	<u>Date</u>			
	Donation(s) passed to *L(TPU	C)SC / L(TPUE)SC		<u> </u>					
	For TPU attention:								