

**HONG KONG PUBLIC LIBRARIES
DONATION RECORD**

To: Librarian,
Hong Kong Public Libraries (HKPL)

1. I / We / Our Organisation(s), herewith donate _____ volume(s) of book(s) (donation(s)) to HKPL.
2. I / We / Our Organisation(s), declare that up to the best of my/ our knowledge, the donation(s) does/do not consist of or contain material(s) which infringe(s) or is/are not alleged to infringe the intellectual property rights of any party.

It is understood that the HKPL would only accept the item(s) on the condition that the donation(s) being donated does/do not infringe or is/are not alleged to infringe any intellectual property rights of any party.

I / We / Our Organisation(s), agree that in case the donation(s) is/are found not suitable for library collection, or consist(s) of or contain(s) material(s) which infringe(s) or is/are suspected to infringe the intellectual property rights of any party, it/they would be immediately disposed of by HKPL without prior notice.

3. I / We / Our Organisation(s), understand that HKPL would not issue any acknowledgement to the donor on whether the donation(s) is/are accepted.

If you wish to have acknowledgement, please put a 「✓」 in the box below.

- I / We / Our Organisation(s), wish to have acknowledgement by HKPL if the donation(s) is/are accepted.

4. If donor is the intellectual property rights owner of the donation(s), please put a 「✓」 in the box below to authorize HKPL to keep and use the accepted donation(s).

- I / We / Our Organisation(s) hereby authorize HKPL to keep and use the accepted donation(s) in its public library for reader's reference.

*Name of Donor/ (*Mr/Ms/Miss) _____
Representative of Organisation (Full name in block letter)

Signature : _____

Name of Organisation: _____

Post Title of Representative: _____

Address : _____

Organisation Chop : _____

Contact Tel. No. : _____

Date : _____

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. Please contact the library staff if you have enquiries concerning the personal data collected.

