

## Appendix B: Donation Form



### Donations to the Library

Donations of materials to the Christian Alliance International School (CAIS) Library from individuals and organizations are welcome. They will be subject to the same selection criteria as those acquired through purchase and consideration of how the materials will enhance and strengthen the library collection.

The following materials are generally not considered unless they match our usual library collection selection criteria:

1. school textbooks and student workbooks
2. materials that are in poor physical condition
3. out-dated non-fiction books

Once the materials are donated to library, they are handled in accordance with the donation policy and procedures. All accepted donations should meet the collection development policy and require the approval of the library team, and the library reserves the right to make the final decision on their retention, allocation, processing and disposal. Donated items not accepted will not be returned to the donors unless prior agreement is made.

Members of the community who wish to make donations to the library may download and complete the Donation Record form and bring it together with the materials to the library during library opening hours.

## Donation Record Form

Information of Donor:

Name of Donor: \_\_\_\_\_ (\*Mr/Ms/Miss/Mrs)  
 (Full name in block letters)

Contact Tel. No.: \_\_\_\_\_ Date: \_\_\_\_\_

Details of Donations:

Item No.	Title	Quantity
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		

(Please add attachment if not enough)

I understand that:

- The Library may not add the above items to the library collection.
- If they are accepted, the Library can decide on the location, retention period and binding format of the materials.
- All unwanted items can be disposed of at the library's discretion.

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

Please return the complete form to [library@caisbv.edu.hk](mailto:library@caisbv.edu.hk) or call 3699-3895 for enquiries.

Remarks: The personal data provided by means of this form will be used for the purpose of this donation and contact only.

----- For Library Use Only -----

Received by staff: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

Handled by Librarian: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)