



## Gifts to the Library

The College of Professional and Continuing Education Library (CPCE Library) is grateful for any gifts of books, journals, audio-visual materials, government documents and other materials from donors provided that there is no restriction to their handling and use. Except for rare and special items, the CPCE Library generally

Will accept:

- materials relevant to the College's teaching and study needs, and
- items published within the last four years except otherwise recommended by the relevant colleagues, and
- items in good physical conditions.

Will not accept:

- items with restrictions or conditions as to their disposition, handling, and use of them,
- duplicate items already held by the CPCE Library,
- previous editions of reference works or textbooks,
- books whose contents are obsolete,
- broken run of journal issues,
- computer application program or software,
- photocopies and suspected pirate copies of materials, or materials of dubious intellectual property ownership or infringement,
- gifts of suspicious past ownership,
- government and community services publications that are normally publicly accessible through Internet,
- materials of a distribution nature (e.g. career guides, job advertisements, promotional literature, etc),
- materials in format not supported by current equipments in the CPCE Library.

The CPCE Library shall have the responsibility to decide on the location, retention period and binding format and reserves the right to sell, exchange or dispose of the donated materials.

To make a donation, please sign on a Letter of Gift (overleaf) and send it with the gift items to the CPCE Library. An itemized list of the materials, attached to the letter, is most welcome. Gifts will be acknowledged by email or letter at the request of the donor.

CPCE Library  
5/F, North Tower,  
PolyU West Kowloon Campus,  
9 Hoi Ting Road, Yau Ma Tei, Kowloon, Hong Kong

Donors may arrange to have their gifts evaluated before bringing them to the CPCE Library. Please contact Ms. Dora Cheng at 3746 0852 or [dora.cheng@cpce-polyu.edu.hk](mailto:dora.cheng@cpce-polyu.edu.hk) for further enquiries.

## Letter of Gift

Dear Librarian,

I would like to donate \_\_\_\_\_ books / journals / CD-ROMS / VCDs / DVDs\* to the CPCE Library, the College of Professional and Continuing Education, an affiliate of The Hong Kong Polytechnic University. Please

- # acknowledge receipt of the items  
# return me the items if they are not accepted

Address: \_\_\_\_\_ Phone or Email: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 own discretion.

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

\* Delete where appropriate

# Tick where appropriate

---

### 贈送刊物事宜

圖書館館長：

本人欲捐贈 \_\_\_\_\_ 書籍 / 期刊 / CD-ROMS / VCDs / DVDs\* 給香港理工大學轄下的專業及持續教育學院圖書館。請：

- # 回覆收到刊物  
# 通知本人取回不被納入館藏之刊物

地址: \_\_\_\_\_ 電話 / 電郵: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

本人明白圖書館不一定把以上刊物納入館藏。若納入館藏，圖書館有權決定刊物之館藏地點、保存期限及釘裝形式。圖書館有權處理不被接納之刊物。

簽名 : \_\_\_\_\_  
姓名 : \_\_\_\_\_  
日期 : \_\_\_\_\_

\*請劃去不適用之項目

# 請在適當處加上 '✓'

P.T.O.