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| **Book Donation Form 圖書捐贈表格** | | | | |
| **Notes on Book Donation Form** | | | | |
| Please 「」the appropriate box below and fill out the required information.  請在下面適當的方格內加上「」號，並填寫所需的資料。 | | | | |
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| **Particulars of Donor** | | | | |
| Individual Donor 個人捐贈者 | | | | |
| Name 姓名:  Mr.  Mrs.  Ms.  Miss | | |  | |
| Contact No. 聯絡電話: | |  | | |
| Email Address 電郵地址: | |  | | |
|  | | | | |
| Organization Donor 機構捐贈者 | | | | |
| Name of Authorized Representative 獲授權代表姓名 | | | | |
| Name 姓名:  Mr.  Mrs.  Ms.  Miss | | |  | |
| Name of Authorized Representative 獲授權代表職位: | | | |  |
| Name of Organization 捐贈機構名稱: | | |  | |
|  | | | | |
| **Acknowledgement of Receipt** | | | | |
| No acknowledgement is necessary 不需回覆信 | | | | |
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| Acknowledge receipt of the items 回覆收到刊物\* | | | | |
| Address 地址: |  | | | |
| Contact No. 聯絡電話: | |  | | |
| Date 日期: | |  | | |
| \* Personal Information is provided by you as for the issuance of the acknowledge receipt only. | | | | |
| **Donation Review and Acceptance** | | | | |
| The Library may not add the donated 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.  圖書館不一定把捐贈刊物納入館藏。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書刊。 | | | | |

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| **Details of Donation (s) 捐贈品詳情** | | | | | | | |
| Item  # | Title  名稱 | ISBN  國際標準書號 | | Author  作者 | Publisher  出版社 | Year  年份 | Qty  數量 |
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| **Library Use Only** | | | | | | | |
| Received by Staff 接收捐贈品職員 | |  | Date 日期 | | | | |