

**Physical Donation Form**

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| --- | --- |
| Name of donor:  |  |
| Name of proxies: (if applicable) |  |
| Contact phone no.:  |  |
| Email:  |  |

To: The Hang Seng University of Hong KongLibrary,

Regarding my (Physical Donation) to the Hang Seng University of Hong KongLibrary,

1. the donor’s name on bookplate **is / is not** required. (Please CIRCLE)
2. a searchable and virtual collection naming **is / is not** required. (Please CIRCLE)

The Hang Seng University of Hong KongLibrary has the right to determine the placement location, retention and usage of the gift, according to the guidelines in [Physical Donation to the Library](https://library.hsu.edu.hk/donation/).

Thank you for understanding that all donated items will be handled with care on an irrevocable and unconditional basis. Items cannot be returned after donation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature:  |  |  | Date: |  |
| Name (in block letter):  |  |  |  |  |

**Disclaimer**

*The Hang Seng University of Hong Kong**Library will only collect the minimum personally identifiable information necessary for providing effective services to our users. The provision of personal data is voluntary. Any personal information which is volunteered to the Hang Seng University of Hong Kong**will be treated with the highest standards of confidentiality. By filling up this form, you agree to accept unconditionally the terms of this Disclaimer.*