

The Hong Kong Academy for Performing Arts Libraries

Donation Form 捐贈記錄

Personal Particulars 個人資料

Name 姓名	Title 稱謂: Prof / Dr / Mr / Mrs / Ms / Miss Surname: _____ Given Name: _____ (Eng) 姓氏 : _____ 名字 : _____ (中文)
Organization 機構	
Contact Information 聯絡資料	Telephone 電話: _____ Email 電郵: _____
Address 地址	_____ _____
If you are a member of the Academy, please fill in the following: 如屬學院成員，請提供相關資料: School 學院 / Department 學系: _____ ☐ Staff 教職員 ☐ Student 學生 ☐ Alumni 畢業生	

1. In case the books / AV materials are found not suitable for the library collection, I agree that the Academy Libraries has the full right to make any arrangement for my donated items.
本人同意如書籍／影音資料不適合館方收藏，館方可自行處理所捐贈的物品而無需另行通知。
2. I understand that the Library would not issue any written update on whether the books / AV materials donated are accepted.
本人明白館方不會發出書面通知本人所捐贈的書籍／影音資料是否被接納。
3. I understand that no name plate will be placed on the **AV materials** donated.
本人明白館方不會在所捐贈的**影音資料**上加上捐贈標誌。

Signature 簽名: _____

Date 日期: _____

Remarks
備註

- The personal data provided by means of this form will be used for the purpose of this donation and contact only. 閣下提供的個人資料只供這次捐贈和聯絡使用。
- The Library does not accept materials in videocassettes, cassette tapes, phonodiscs and laser discs.
圖書館不接受錄影帶、錄音帶、黑膠唱片及鐳射影碟。

Please provide details of the donated materials. 請填寫捐贈資料。

[illegible]