

Hong Kong Baptist University Library General Donation Guidelines

The University Library is grateful for and welcomes inquiries about physical donations and will selectively accept items that enhance its existing collections in support of the teaching, learning and research activities of the University.

1. Please send a list of donated items for our review first. All gifts must meet the guidelines of the Library's collection policy.
2. We cannot accept walk-in donations that have not had prior review by our staff.
3. Upon receipt, all gift materials will become the property of the Library.
4. The Library reserves the right to dispose of unwanted gifts through sale, exchange, donation to other libraries, or recycling.
5. Items generally not collected:
 - obsolete material (especially textbooks)
 - material in poor physical condition
 - individual magazine/journal issues
 - recreational readings (such as travel guides)
 - multimedia items in outdated formats (e.g. VHS, audio cassettes)
 - titles that the Library already owns
6. For details of the General Library Donations Policy, please consult the Library website at: <https://library.hkbu.edu.hk/about-us/make-physical-donations/general-library-donations-policy/>, or contact the Collection Management and Development Section at libcmd@hkbu.edu.hk or 3411-2705 during office hours.

香港浸會大學圖書館 捐贈指引

本館歡迎並感謝各界人士查詢捐贈資料之事宜，捐贈資料須經篩選後方納入館藏以配合大學的教學與研究發展。

1. 請將捐贈資料之清單送交圖書館，以作檢閱篩選之用，所贈資料必須符合圖書館館藏政策。
2. 圖書館不接納未經本館預先檢閱篩選之捐贈。
3. 一經接納，捐贈資料將成為圖書館的資產。
4. 圖書館保留處理不需要之捐贈資料的權利，包括將其售賣、交換、贈予其他圖書館或回收循環再造。
5. 以下資料一般不予考慮：
 - 過時書籍（如教科書）
 - 破損書籍
 - 零散期數的雜誌/期刊
 - 休閒讀物（如旅遊指南）
 - 舊式多媒體資料（如錄影帶，盒式錄音磁帶）
 - 圖書館已有收藏的圖書資料
6. 如欲查詢捐贈政策與詳情，請瀏覽圖書館網頁：
<https://library.hkbu.edu.hk/about-us/make-physical-donations/general-library-donations-policy/>
或於辦公時間聯絡館藏管理及拓展組，聯絡資料如下：
電郵：libcmd@hkbu.edu.hk
電話：3411-2705