



香港中文大學 (深圳)

The Chinese University of Hong Kong, Shenzhen

CUHK-Shenzhen Book Donation Policy

CUHK-Shenzhen welcomes gifts of various materials. Any books, journals, archives, manuscripts, and other materials that support university curriculum or have academic value are deeply appreciated. The library will properly manage and preserve rare collections, ancient books, and literature of unique academic significance. In order to better help us manage book donations, please carefully read the policy below:

General Guidelines:

What do we generally accept?

- Materials equivalent to or above undergraduate academic levels that meet the needs of university academic programs/projects, or apply to the library's collection development plans.
- Content that does not violate the laws and regulations of People's Republic of China. Official publications are preferred (those with high academic or collectible value will be taken into consideration as well).
- Materials already in our library's collection but without enough copies (preferred number of copies should be no more than three).
- Materials in good condition and not marked, underlined or annotated (except for rare collections or celebrities' collections).
- Donor's signature on the donated books preferred.

What may we dispose of?

- Materials against national laws and regulations.



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- Materials not officially published (except for those with good academic or collectible values).
- Materials used for promoting commercials or religions, and personal biographies without ISBN
- Books in poor conditions, such as those with a large number of pages scribbled on, stained, torn, or lost (expect for those with good academic or collectible values)
- One or more volumes missing from a set of books or serial publications. (except for those with good academic or collectible value)
- Outdated content, such as computer science materials or exam guides that are more than 3 years old.
- Materials under undergraduate academic level or without academic value.
- Materials not indexed by standard reference books, or those only valuable to small user groups.
- Materials not applicable to library collection development plans.

How can I make a donation?

- Donate in Person: Donors may bring materials to the circulation desk of University Library. Tel: 0755- 23515151

- Donate Via mail:

libts@cuhk.edu.cn

Technical Services Department, Library of CUHK-Shenzhen

Longxiang Road, Shenzhen, China Zip Code: 518172

Please specify “Book Donation” on the package to distinguish from other received library items.



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- If the materials are in large volumes, please contact the library and we will come and pick them up. Tel: 0755-23515151.

The Library's Rights

Due to various sources and ways of giving, limited storage space and restricted collection policies, the library may adopt different methods to receive donations.

- Once donations arrive at the library, the library assumes ownership of the donated items.
- The library is not obliged to return donations.
- The library may dispose of unwanted items in its sole discretion without notifying the donors.
- The library will process donated items according to the donation policies.
- The library will manage the donated items according to the donation policies and then they will be added to the collection and officially stamped.
- The library may give donated materials as gifts to other departments of CUHK-Shenzhen, school faculty or other institutions
- Selected materials may be removed from library collection in the future based on the library development plan.
- For books in large volumes or of great value, the library will hold a public donation ceremony, set up a special exhibition counter and promote it.

Donation Process

a. Acceptance Form



The librarian at circulation desk will help the donor to fill out “Form for Acceptance of Donated Books” which includes the donor’s name, title, and contact information along with the number of donated items and date. Then the form will be sent to the acquisition department.

b. Collecting Donation Information

The acquisition librarian will reorganize the booklist based on information from the website. The chief librarian or subject librarians will select the books to be shelved and the data will be imported into ALMA system (Resource Management System) by acquisition librarian. The bibliographic information of the donor’s name is required in the system. The donor’s name and title will be printed on a book label and attached to the title page. Finally, the books will be delivered to the cataloging department.

c. Acknowledgement

Library will write a letter of acknowledgement based on the template and additional acquisition information and. If the donor requests, the letter of acknowledgement can be in paper form with a library’s official stamp on it.

d. Cataloging Process and Shelving

The cataloger will imprint the stamp of book donation, physically processes the books, and finally puts them into circulation.

e. Publicize Online

After books has been accepted, the donation information includes the donor’s name, numbers of donation, names of books will be published on the library’s website for the purposes of encouragement and promotion.