

SUTD Library Book Donation Form

Donor(s) Name:								
Donor(s) affiliation: (select ✓ where applicable)		Alumni		Staff/Faculty		Student		Other
Contact Information:								

No.	Full Title/ISBN	Author/Publisher	Year/ Issue/Volume	For Official use
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

**For more than 10 items, please provide details as above table and attach in email.*

Please read the Terms and Conditions thoroughly before acknowledging the form:

1. I am the legal owner of the donated items and have the authority to transfer ownership to SUTD library.
2. I will bear the cost of items to be delivered to the library.
3. I understand that once the donation is accepted by the library, ownership of the items will be transferred to SUTD library.
4. I acknowledge that SUTD library reserves the right to determine the use, retention, and disposition of the donated materials.
5. I acknowledge that SUTD library will make decisions regarding the cataloguing, processing, and shelving of the donated items, including the possibility of selling or disposing of materials that do not meet the library's collection development criteria.
6. I acknowledge that the library may recognize their donation publicly through acknowledgments in printed materials, on the library's website, or through other appropriate means.

Signature: _____ Date: _____

For Official Use			
Received by:		Received on:	