

## BOOK DONATION FORM

### DONOR'S DETAILS

Name: \_\_\_\_\_

Status:  IIUM Staff  Student  Alumni  Others \_\_\_\_\_

Contact

No.: (home): \_\_\_\_\_ (office): \_\_\_\_\_ (h/p no.): \_\_\_\_\_

e-mail address: \_\_\_\_\_ No. of titles donated: \_\_\_\_\_

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(name) acknowledge that materials donated by me to the Library would become the property of the Dar al-Hikmah Library. The Library reserves the right to determine retention, location, cataloguing treatment, and any other considerations related to use or disposal. I also hereby understand that all donated books are not returnable.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### CRITERIA OF ACCEPTANCE

All items donated to the Library are subject to the followings:

1. Recent book publications
2. Hardcover and paperback books which are in good condition.
3. Contemporary and classical fictions.
4. Popular nonfiction such as cookbooks, biographies, historical, etc.

*Please read the Detailed Guidelines at the back of this form.*

SMSH/RO/nsk 11/01/2022

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The Library rejects:

1. Books in poor and damaged condition (e.g. dirty, moldy, water damaged or missing bindings or pages soiled, excessive writing in the text, stained, yellowed and torn) or clearly outdated materials.
2. Fictions or non-fiction books that are more than 10 years old
3. Books discarded by other libraries
4. Incomplete volumes of books series
5. Journal publications
6. Magazines (bound or unbound)
7. Textbooks
8. Outdated reference books
9. Encyclopedias
10. Toys, games, puzzles and artworks
11. Photocopied books

*For more information or clarification, please contact the Acquisition Unit at 603-64213868/5718.*

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