



TAYLOR'S

Library

GIFT RECEIPT FORM

The library accepts :

1. Academic materials in any subject area that supports the current curriculum
2. Materials that support the research needs of faculty
3. Fiction
4. Duplicate copies or updated editions in better condition than current library holdings

Terms & conditions :

1. The Library reserves the right to accept or decline any gift.
2. Gift-in-kind are accepted only with the understanding that once accepted they are wholly owned by the Library.
3. Library may not return unselected items to donors unless it has been arranged in advance.
4. The Library will use, keep, or appropriately dispose of gifts-in-kind at its discretion.

Donor >> Staff Student Others:

Library >> Taylor's University Library Taylor's Clinical School

DONOR DETAILS (Where applicable)

Name of Donor :

Staff / Student ID : Email :

Contact No. :

Address :

:

Department / School / Company:

FOR LIBRARY USE ONLY

Describe the gift indicating the quantity and whether it needs space, additional support to operate.

Products	Item	Quantity	Value (RM)
1			
2			
3			
4		Total:	

Description of Gift(s)

Donor Signature

Date

Received by :

Action

Action Taken by :

Accept Reject

Acknowledgement Letter Sent :

(Signature)

Name :

Accepted for :

Taylor's University Library

Taylor's Clinical School

Taylor's University & Taylor's Clinical School

(Signature)

Name :

Date :

Date :

Sent to IRD on :

Remarks :