**國立臺灣大學圖書館贈送圖書處理單**

**Donation Agreement Form**

**National Taiwan University Library**

**2024.3.21修訂**

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| 贈書  處理  Principle | 贈書者同意 : 贈送之書刊依本館相關規定評估是否入藏，不入藏書刊由本館全權處理。  I, the donor, understand that NTU library will make disposition of the donated materials in accordance with the Library Collection Development and donation procedures. I also understand **NTU library cannot provide accurate inventory of material nor guarantee the return of any material once it is formally accepted.** | |
| 謝函寄送資料：（請擇一填寫）Form of thank-you-letter (Please choose one.)  □電子謝函，請填E-mail：  Electronic thank-you-letter. Email address:  □紙本謝函，請填地址：  Printed thank-you-letter. Mailing address:        \_  □不需要謝函 Don’t need thank-you-letter. | |
| 贈書者  Donor | 姓名Full name： | 單位/系級Affiliation： |
| 電話Tel： | 贈書冊數Volumes of donation： |
| 贈書日期： 年 月 日  Date： (DD/MM/YYYY) | | 贈書者簽名(必填) Signature (required)： |

※贈書請交採訪編目組交贈館員陳逸蓓※

Case officer: Ms. Yi-Pei Chen

**國立臺灣大學圖書館受贈圖書收執聯**

**Donation Receipt for Donor**

※感謝您於民國 年 月 日贈送圖書【 】冊。

※如需聯繫後續相關事宜，請洽本組承辦館員：

Thank you for donating volume(s) of book(s) on (DD/MM/YYYY).

If you need any further information, please feel free to contact us:

|  |  |
| --- | --- |
| 姓名name | Email |
| 承辦人Case officer:  陳逸蓓Ms. Yi-Pei Chen | yipei@ntu.edu.tw |
| 職務代理人Substitute Staff:  鍾月華Ms. Yueh-Hua, Chung | ntulibac@ntu.edu.tw |