



## **Faculty of Arts & Law**

### **Books/Journals Donation Policy**

1. The Donated Books/Journal Proceedings must be legally owned by the Donor and free of liens or claims. In this context, the Donor has to submit duly signed Form.
2. Such books become the property of the Central Library after Donation.
3. Disposition of donated books is at the discretion of the Central Library as per their discretion policy.
4. Any items that are dirty, mouldy or unusable for the Library will not be accepted.
5. The Chief Librarian will provide the recommendations for accepting the donated books.
6. An appreciation letter will be issued to the donor by the Chief Librarian.



**Faculty of Arts & Law**

**Books/Journals Donation Form**

Name: (Mr./Mrs./Ms./Prof./Dr.): \_\_\_\_\_

Employee ID / Registration No.: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Donated items

Books  Journals  Number of items: \_\_\_\_\_

Sl.No.	Title	Author	Publisher	Edition/ Year
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

(Note: If necessary, please attach a separate sheet.)

I would like to have Acknowledgement receipt

Yes  No If yes, Provide Email ID:

I understand that:

- Donated items may not be accepted by the library.
- The Library reserves the right to make the final decision on the retention, location, processing and disposal of the donated materials.

Signature:

Date:

Please return the completed form to Library Reception Desk or contact the Chief Librarian.

Library Use Only

Donation Reference Number: \_\_\_\_\_

Received date: \_\_\_\_\_

Received by: \_\_\_\_\_



## Faculty of Arts & Law

### Letter of Appreciation for Donation

Ref No.:

Date:

To

Dear Sir/Madam,

On behalf of the “**Faculty of Arts & Law Library, Manipal University Jaipur**”, thank you for your kind & generous support to the Library in form of donation. It is really appreciable that you have donated the following/enclosed items to the Central Library on **DATE**.

Sl.No.	Title	Author	Publisher	Edition/ Year
1				
2				
3				
4				
5				
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Attach a separate sheet if the list is long

Thank you again for your thoughtful gift to the library. I look forward to opportunities for your contribution in near future also.

In the meantime, please do not hesitate to get in touch, if the library can assist you in any way.

With Profound Regards,

Chief Librarian,  
Manipal University Jaipur.  
Email: library@jaipur.manipal.edu

*This letter will serve as your acknowledgment receipt for your kind donation.*