

DONOR AGREEMENT FORM

Thank you for supporting De La Salle-College of Saint Benilde's Br. Fidelis Leddy Center for Learning Resources (CLR)! On the reverse side of this form is our gifts and donations policy. Please read so you can understand beforehand the terms on how we will handle your donation.
Again, thank you for your generosity!

To be completed by the donor:

Name of donor

Address

.....

Contact number

Email address

- ☐ I wish to have my name recorded as donor in the material/s I have donated.
- ☐ I wish to be contacted should one or more of my donated materials will not be accepted into the CLR collection.
- ☐ I have read and understood CLR's Gifts and Donation Policy and the Data Privacy Notice, and I accept their conditions.

Donor's Notes

Signed

Date

To be completed by CLR associate:

Donation received by (please print name)

Date of receipt.....Received at.....Branch

| Format | Number of Items |
|---------------|-----------------|
| Books | |
| Serials | |
| Others: _____ | |
| Others: _____ | |
| TOTAL items | |

POLICY ON GIFTS AND DONATIONS

1. The selection of books, periodicals, etc. received as donations, will be governed by the same criteria that govern the selection of purchased items (see CLR's Collection Development Policy).
2. CLR will not accept photocopies or unofficial reproductions of works that will infringe intellectual property.
3. Because of space considerations and the constant efforts of CLR to provide a selection of resources relevant to the current and future needs of its patrons, CLR cannot guarantee that a donation will be part of the collection or be retained permanently. Therefore, CLR reserves the right to relocate or dispose donations that are no longer acceptable according to established criteria (i.e., in poor condition, excess duplicate copies, obsolete format, etc.) unless prior arrangements to the contrary have been made. Rejected donations in good condition will be donated to other Lasallian schools or library beneficiaries, if they are deemed still useful for the intended recipients. Otherwise, disposition will be in accordance to CLR's deselection or weeding procedures.
4. Donors may request that any donated material found unsuitable for CLR's collection be returned to them for pickup. If such is the case, CLR may contact them via email and/or text message using the contact details indicated on the donor form. CLR will not deliver or ship any items back to the donor. Materials that are not claimed after 30 days from CLR's notice will be dealt with in accordance to its weeding procedures.
5. Unless stipulated in an agreement, all donations are final and become the property of CLR, and the donor permanently relinquishes all rights to ownership and dispensation of gifted items.
6. The CLR will provide an acknowledgment letter to the donor with a list of donated materials when possible, but CLR will not provide a monetary statement or appraisal to the donor for any purpose.
7. Donors are required to sign a donor form to ensure that they understand and agree to these conditions.

DATA PRIVACY NOTICE

De La Salle-College of Saint Benilde (DLS-CSB) respects your right to privacy and is committed to protect the confidentiality of your personal information. DLS-CSB is bound to comply with the Data Privacy Act of 2012 (RA 10173), its Implementing Rules and Regulations, and relevant issuances of the National Privacy Commission. It has adopted reasonable administrative, physical, and technical measures to prevent loss, misuse, and alteration of the information under our control. However, no method of transmission or storage is 100% secure. By accomplishing this form, you are consenting to the collection, processing, and use of the information for documentation, acknowledgment, communication, reporting, and stewardship purposes related to library donations. The following personal information are collected and processed: name, address, contact number, email address, and donor preferences. The information will be collected in printed and/or digital format and stored securely by the Center for Learning Resources. De La Salle-College of Saint Benilde (DLS-CSB) shall only retain the said personal information until it serves its purpose, after which it shall be securely disposed of. If you have concerns and queries on Data Privacy, email dpo@benilde.edu.ph.