

St. John's University Guidelines for Donations

Approved by Library committee on March 8, 2005

- I. In appreciation of donations from individual or organizations, the institute has outlined the following guidelines for donations.
- II. This guideline is applicable to non-paper, non-book (CD Rom, videotape, audiotape) and other historical materials. Method of donation includes books and monetary donation.
- III. This guideline is applicable to donors with special relations to St. John's and St. Mary's Institute of Technology, alumni, private and public institutions, educational institutions, enterprises, or publishing companies that intent to donate books to this institute.
- IV. In order to efficiently manage the library collections, the donations must be in good condition.
- V. After donations are received, the library will execute the following measures:
 1. After the donation materials are reviewed and accepted by the library, the donation will be entered into the library's collection.
 2. Monetary donation will be received by school's General Affairs Department , and managed with fiscal proceeding.
 3. Materials that are related to history of school or other historical items shall be preserved in the school history room.
 4. This library reserves the right to engrave the names of donors on the donation materials.
 5. For monetary value exceeding 1,000,000 NT dollars, the library will issue a formal acknowledgement certification and one VIP honorary library card.
- VI. The rules for honorary and VIP honorary library cardholders are in line with the rules of the school's faculty staff.
- VII. This guideline is effective on the date approved by the library committee. Any modification or amendments will also be effective on the date approved.