

Giving to the Library

The Library greatly appreciates financial and material donations. With your help, we can continue to provide quality services and information resources to AeU community. If you are interested in making a donation, please fill out the Donation Form.

Material donations

The Library does accept print books and multi-media materials, although we tend to be selective due to space limitations and the scope of our collections. Please see our Gifts and Donations Policy for more information.

Gifts and Donations Policy

The Asia e University Knowledge Centre or commonly referred to as the Library may accept financial contributions designated for the purchase of library resources and donations of library materials in accordance with the following criteria:

1. Materials received as gifts will be evaluated using the same standards applied for selection of new materials. All gifts received should best fits the needs of the Library and deem essential in their discipline.
2. The Library reserves the right to refuse certain items such as stated below:
 - Items published more than 10 years ago,
 - Duplicate items
 - Magazines/journal issues
 - Textbooks
 - Encyclopedias of any kind or on any subject
 - Items in poor condition
3. The Library reserves the right to refuse or discard certain items in any way that the Library deem appropriate. Items that are not added to the Library's collection may be sold, donated to other organisations, or recycled.
4. Library staff will not provide an appraisal or estimate the value of the donations but will offer donors an acknowledgement letter stating the date, name of the donor, and list of items donated.
5. Generally, the Library will not accept donated items with conditions as to their disposition and location.
6. Generally, the donor is responsible for delivering the items to the Library, except for exceptional cases.

If you are interested in making a donation or have a question, please contact the Library at:

library@aeu.edu.my or **+603 27850090**



Donation Form

Asia e University
Knowledge Centre
No. 4, Jalan Sultan Sulaiman
50000 Kuala Lumpur
Malaysia

We appreciate your donation very much. It will help us to expand our collections and improve the quality of our services. Thank you for your generosity and kindness.

Donor's Name:

Donor's Address :
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.....
.....

Contact Number :

Description of
Donation :
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Tick (✓) the box below.

Please Send Do Not Send an acknowledgement letter for my donation.

I understand that AeU Library reserves the right to make a final decision on the use of the materials.

Signed By:
.....

Received at AeU Library by:

Staff Name:

Date:

Date: