

मलवीय राष्ट्रीय प्रौद्योगिकी संस्थान, जयपुर  
**MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY, JAIPUR**

**CENTRAL LIBRARY**  
**(BOOK DONATION/ GIFT FORM)**

Date: \_\_\_\_\_

Name of Student / Employee/ Donor: \_\_\_\_\_

Roll No. / Employee Code: \_\_\_\_\_

Address: \_\_\_\_\_

Email ID: \_\_\_\_\_ Contact No. \_\_\_\_\_

Donator Identity: **Faculty/ Staff/ Student MNIT, Alumni, Outside College Student or other**

**Total No. of Books Donated:** \_\_\_\_\_

Book Type/ Subject matter (e.g., Engineering, Science, Art or General): \_\_\_\_\_

General condition of the Books (e.g., New, Good, Fair, Poor): \_\_\_\_\_

List of Books attached (if provide by the donator): Yes \_\_\_\_\_ No \_\_\_\_\_

Description(s) of Donated Books: \_\_\_\_\_

\_\_\_\_\_

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**Assistant Librarian**

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\*General Terms and conditions for donating the books to the central library are mentioned at back of this form. Kindly read carefully all terms and conditions before donating the books.

Note:-cut here

**MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY, JAIPUR**  
**CENTRAL LIBRARY**

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It is stated that Sr. /Dr. / Mr. /Mrs. \_\_\_\_\_ has donated  
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**Librarian**

## **General Terms and Conditions**

- Books will be accepted depending on their utility, physical condition, and library space availability.
- The utility and physical condition of the books will be judged by the Library officials / Librarian before accepting them for the library.
- Gifted books may be accessioned in a separate accession register meant for this purpose.
- It is the donors` choice to donate the books along with a list, but they will not be compelled to prepare lists.
- The Donor may be requested to fill out a prescribed form for donating books to the library.
- Old editions of Books / Text Books, Magazines, Newspapers, Handwritten photocopy notes, old journals, etc., shall not be accepted as donations.
- The Library may issue an ‘Acknowledgement Receipt’ against the receipt of the gifted books.
- Once donated, the Central Library/ Institute will become the owner of the donated books.
- Donors can access their gifted material as per the library’s extant rules.
- If the gifted books are not used for a long time or become poor in physical condition, the same may be discarded with the approval of the competent authority of the institute.
- The Donor may stipulate a few conditions (such as stamping the books or bookplates) for consideration of the Librarian.

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LIST OF BOOKS DONATED TO THE CENTRAL LIBRARY OF MNIT JAIPUR

S. No.	Author/ Editor	Title	Subject/ Area	Year of Publication
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Declaration by the Donor: The above books have been donated by the undersigned to the Central Library of MNIT Jaipur.

Date:

Signature of Donor