



International Research and Education Foundation Limited

Milk Library Campaign : Book Exchange and Donation Terms

Thank you for your interest in circulating books to the Milk Library Campaign. On behalf of the organizer, International Research and Education Foundation Limited (“we”, “our”, “us” or “IREF”), we would like to remind you of the following:

What we are trying to do

- We encourage patrons to leave a book behind for each one they take away: “**take one, share one**”.
- We particularly want to circulate multi-cultural books, including books with a diversity theme and books in languages other than English and Chinese.
- We also operate sites in remote areas of Hong Kong, with an emphasis on providing a 24-hour library for folks without convenient access to government facilities.
- For some sites, only juvenile books or books in a language other than English or Chinese are displayed; please refer to the web site for details.

What we accept:

- We accept all adult and juvenile books in any language.
- All books accepted by us display our Milky sticker (on either the front or the back page) with a serial number, and we display the name of the donor on the sticker (if the donor desires).

What we don't accept:

- Books without an ISBN number or any non-commercially produced books.
- Magazines and professional journals.
- Outdated materials (such as encyclopedias and aged science, travel and computer books).
- Damaged books (anything with missing pages, worn or moldy books, or books heavily written over).
- Used coloring or activity books
- Religious and political publications
- Books classified as indecent or obscene.

Please be aware that:

- We cannot issue any receipts for books exchanged or donated to the Milk Library.
- Donations to the Milk Library Campaign or to IREF are not tax deductible.
- We retain the name of the donor (as disclosed to us if we are aware) for our records. This is subject to our privacy policy which is available on our web site.
- We reserve the right (at our sole and absolute discretion) to make the final decision on retention, allocation, processing, and disposal of all materials, or to decline any materials for exchange or donation without any reasons.
- Donated items not accepted would not be returned to the donors and will be disposed of by environmentally friendly means.

By entering books into exchange with the Milk Library Campaign, you agree to the above Terms, the interpretation of which shall be subject to the sole and absolute discretion of IREF.

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國際研究教育基金有限公司

奶盒子漂書計劃：圖書交換及捐贈條款細則

感謝你支持《奶盒子漂書計劃》及參與我們的漂書箱交換項目。謹代表策劃奶盒子漂書計劃的組織，國際研究教育基金有限公司（下稱「我們」或「IREF」），提示捐贈者注意以下事項：

我們的宗旨：

- 我們鼓勵使用者每次取一本書，同時間放回一本自己的書，讓大家分享閱讀。
- 我們特別希望吸納更多包括多元化文化題材的書籍，包括支援多元社會題材的書及英文或中文以外語言的書籍。
- 我們會在遍遠地區擺放漂書箱，為難以經常使用公共圖書館的讀者提供服務。
- 某些漂書點會設定只放青少年的書籍，或只放非英語及非中文的書籍；詳情請流覽我們的網站。

我們可以接受捐贈的書籍：

- 所有語言的書籍，包括成人及兒童圖書。
- 所有我們接受並同意擺放的書都會被貼上標有號碼的貼紙，並寫上捐贈者的名稱（如捐贈者願意）。

我們不接受捐贈的書籍：

- 沒有 ISBN 號碼、未登記版權或非商業性出版的書籍。
- 雜誌或期刊。
- 過期書籍（例如舊版的科學、旅遊或電腦工具書）。
- 破舊的書籍（缺頁數、陳舊、發霉、或有較多筆記塗寫的書籍）。
- 填色冊、玩具書籍、百科全書等。
- 涉及宗教及政治題材的書籍。
- 內容視為不雅或淫穢書籍。

需注意事項：

- 我們不會給交換或捐贈人士發出任何收據。
- 捐贈書籍給奶盒子漂書計劃不能作稅務扣減。
- 書籍捐贈者的姓名（如獲我們所知）會被保留作紀錄，並受我們的隱私政策保護，該政策可在我們的網站下載。
- 我們保留對所有書籍的保留、分配、處理和處置作最終決定的獨有酌情權，包括拒絕任何交換或捐贈的書籍，而無須提供任何理由。
- 未被接受的捐贈物品將不退還給捐贈者，並將通過環保手段進行處置。

通過與奶盒子漂書館活動交換或捐贈書籍，即表示您同意上述條款。本條款解釋權由 IREF 以其獨有酌情權作最終解釋。

最後修訂日期: 2018 年 6 月 28 日。© 2018 國際研究教育基金有限公司。版權所有。