

**ALLIANCE  
FRANCAISE DE  
DELHI  
Library**

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Madam, Sir,

You have chosen the library of Alliance Française Delhi to donate documents which belong to you. We are grateful to you for this gesture.

We have to draw your attention to the fact that all documents may not be accepted in our collections. When we receive them, these documents are **classified by the library staff** according to various criteria: the interest of their contents, the date and the language of publishing, their physical state, their relevance as far as the targeted public is concerned and their matching with our policy of acquisition.

The documents which are selected on these criteria will be integrated to the collections of the library. **The documents which have not been selected will be redistributed for free to our users, given to external organisations or, as a last resort, eliminated.**

The selection operated by the librarians will not be questioned. Once it has started, you will not be able to get back the documents.

Due to the existing rights for the sound and video documents, **the media library is not able to accept the donation of DVDs or CDs.**

**In case of a donation superior to 20 documents**, thanks for transmitting to us, prior to the book delivery, a full list of the documents that you wish to give us (mentioning at the very least the title, the name of the author and the year of publication). No donations will be accepted without this prior inventory. Once we receive it, we will contact you shortly to let you know of our decision regarding your donation.

We take this opportunity to thank you for your comprehension and generosity.

The library team

I, Mr./Mrs. ...., living in ..... donate ..... documents to the media library of the Alliance Française of Delhi, represented by its current Director, Monsieur Jean-François Ramon, and declare that I am aware of and accept the terms and conditions above mentioned.

Made in ..... Date .....

Signature