

CENTRAL LIBRARY
LOST/DAMAGED BOOKS REPORT FORM

Name of Student/Staff.....

Reg. No. /Employee Code Dept.....

Course..... Mobile.....

LOST/DAMAGED BOOK INFORMATION

| ACC. NO | Title /Author(s) | Year | Ed. | Fine | Price | Total |
|---------|------------------|------|-----|------|-------|-------|
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Accession No..... Issue date.....Due Date

Title of the Book

Author(s)

Edition.....Publisher.....Year..... Cost of Book.....

In order to compensate the loss/damage of library book, I accept the following as per library rules

- Replace the book with same or latest edition with processing fee along with library fine.
- Pay the current cost of the book as per the library rules.

Date:

Signature of the user

FOR OFFICE USE ONLY

Acquisition Section

As per record, the price of above book is Rs. (In words)
.....

Date:

Acquisition Section

Circulation Section

Received the Replaced copy / Cost of the book along with fine (*please tick*)

Cost of the Book: Fine: **Total:**

A sum of Rs (In words).....

Receipt No..... Date

Librarian