

LOST/DAMAGED BOOKS REPORT FORM

Name of Student/Staff.....

Roll No. /Employee Code Dept..... Course.....

E-mail..... Mobile.....

LOST/DAMAGED BOOK INFORMATION

Title of the Book

Author(s)

Edition..... Publisher Year

Accession No..... Call No..... Due Date

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 cost of the book as per the library rules.

Date

Signature of the user

Note: Accumulated library fine shall be added to chalk-pad account for students and deducted from the salary of the following or a later month for employees.

FOR OFFICE USE ONLY

Acquisition Section

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

Date

SIC - Acquisition Section

Circulation Section

Received the Replaced copy / Cost of the book along with processing fee and fine (please tick)

Cost of the Book: Processing Fee: Fine: Total:

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

Receipt No.....Date

Date

SIC - Circulation Section

In charge , Tagore Library