



# Nabadwip Vidyasagar College Central Library

## 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

## 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