



**SIDDHINATH MAHAVIDYALAYA  
NIRMAL CHANDRA MAITY MEMORIAL 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 the 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