

JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY

LEARNING RESOURCE CENTER

APPLICATION FOR LOSS/DAMAGE OF LIBRARY BOOK(S)

Date...../...../.....

The following mentioned book(s) was issued to me, has been lost or damaged and I want to replace it by date..... .. or pay the double cost of the book(s) by date..... along with overdue fine. Failing, which, may take action against me as per library rules.

Sr. No.	Accession No. (Book Barcode)	Author & Title	Edition	Publication Year
1				
2				
3				

In order to make good the loss of library material, I hereby wish to do the following (Please ✓)

- 1) Herewith replacing the Book(s) with the same or latest edition along with overdue fine.
- 2) Will pay double of the current cost of the book(s) as per library rules along with overdue fine.

Name: _____ Enrolment No. /Roll No. _____ Branch _____

Signature of the student

FOR LRC USE - ACQUISITION SECTION

Sr. No.	Acc. No.	Actual Cost	Double Cost	Remarks
Grand Total				

Assistant Librarian

FOR LRC USE - CIRCULATION SECTION

Sr. No.	Acc. No.	Issue Date	Due Date	Date Returned	Overdue Fine (as per LRC Rules)		Double Cost of the Book	Total Amount (To Be Paid)
					For First Five Days < > After Five Days Rs. 5.00 per day	Rs. 10.00 per day		
1								
2								
3								

(User needs to bear double of the current cost of the book along with over due fine. Please See Point [g] of Rules for issue/return and Point No. [10] of General Rules of the Library)

Payment Details:

Amount Paid: Rs _____ (In Words) _____ Receipt No _____ Date: _____

Circulation In-Charge

Librarian