



Institute of Advanced Research

The University for Innovation

(Form No. 3)

FORM FOR LOST / REPLACEMENT OF LIBRARY BOOK

Name of the Library Patron: _____ Department: _____

Designation: _____ Member Id/Enroll No.: _____

E-mail: _____ Contact No.: _____

Book Details:

Accession No. _____ Call No. _____

Issued on _____ Due date _____ Overdue Amount(Rs.) _____

Book Title: _____

Author (s): _____ Publisher: _____

Edition: _____ Printing Year: _____

Reported on: Over dues: _____ Damaged Book: _____ Loss of Book: _____

Please select (✓) the relevant option:

- I will replace the lost book with an identical book (title, edition, year etc.) within 15 days of the date reported.
- I will pay the cost as per rule. ie. Latest edition of the book or cost as per Accession Register.
- The book has been found and will be returned back on _____ along with the overdue fine as applicable.

Date: _____

Signature of the Library Patron: _____

FOR OFFICE USE

Cost of the book: _____ Overdue charges: _____ Overdue days: _____

Total charges(Rs.): _____ Amount Paid(Rs.) _____ Receipt No.: _____

Date: _____

Book replaced with the same edition as detailed below:

Remarks:

Signature of Library Staff with date:

Librarian