



**CENTRAL LIBRARY**

Tel: (0832)-2268642 Ext. 233/ 236/ 240 / 241

Email: [lib.aitdgoa@gmail.com](mailto:lib.aitdgoa@gmail.com)

Website: [www.aitdgoa.edu.in](http://www.aitdgoa.edu.in)



**FORM FOR LOST / REPLACEMENT OF LIBRARY BOOK**

Name of the Library Patron: \_\_\_\_\_

College ID No. \_\_\_\_\_ Library Card No. \_\_\_\_\_ Dept. \_\_\_\_\_

E-mail \_\_\_\_\_ Contact No. \_\_\_\_\_

**Book Details:**

Accession No. \_\_\_\_\_ Call No. \_\_\_\_\_

Issued on \_\_\_\_\_ Due date \_\_\_\_\_ Overdue Amount(Rs.) \_\_\_\_\_

Book Title: \_\_\_\_\_

Author (s): \_\_\_\_\_ Publisher: \_\_\_\_\_

Edition: \_\_\_\_\_ Year: \_\_\_\_\_

Reported on: Overdues: \_\_\_\_\_ 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 whichever is higher plus 20% extra as handling charges.
- 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: \_\_\_\_\_ Handling charges (20% of cost) \_\_\_\_\_ 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