

**MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY
JAIPUR - 302017**

Central Library

BOOK LOST/ BOOK REPLACEMENT FORM

The Under mentioned book borrowed by me and due on _____ has been lost. I may allowed to replace/pay its price in the accounts section

Accession No. _____

Name and Signature _____

Roll. No. / Membership No. _____

(For Office Use only)

S. No.	Book Title	Author	Edition	Year	Call No.
1.					
2.					
3.					
4.					

ACQUISITION

1) Replacement

a) Replaced copy which is identical is accepted and accessioned.

Accession No. _____ Dated _____

b) Edition and Binding condition is O.K.

OR

2) Payment

Cost of the Book _____ Double Cost (or as per Policy) _____

Overdue Charge & Processing Charge _____ **Total Rs.** _____

a) Charged Rs. _____ Vide Receipt No. _____ Dated _____

b) Entered in the Withdrawal register vide item _____ On _____

c) Accession Register marked _____

d) Shelf List marked on _____

e) Catalogue card marked on _____

Dealing Assistant

Asst. Librarian

Librarian

(Please give separate application form for more than 4 books lost)