



# LOST/DAMAGED LIBRARY MATERIAL FORM

Date: \_\_\_\_\_

Page No.: \_\_\_\_\_

## BORROWER'S INFORMATION

Borrower's Name: \_\_\_\_\_

Office/Unit/Course: \_\_\_\_\_

Notice Received by: \_\_\_\_\_

DATE: \_\_\_\_\_

## LOST/DAMAGED LIBRARY MATERIAL DETAILS:

*\*Status Legend: D = Damaged ; L = Lost*

ITEM NO.	STATUS*	DATE BORROWED	TYPE (Book, Nonbook, etc.)	ACCESSION NO.	CALL NO.	TITLE / BIBLIOGRAPHIC DETAILS	NO. OF COPIES	COST	REMARKS

## REPLACEMENT OPTIONS

*(Please tick as appropriate)*☐*I will replace the lost material(s) with identical material(s) or in its absence its higher and similar version/edition as determined by the librarian.**For Item No(s).:* \_\_\_\_\_

Borrower's Signature: \_\_\_\_\_

DATE: \_\_\_\_\_

☐*I will pay for the replacement cost of the materials as determined by the librarian within ONE (1) month after the date of this notice.**For Item No(s).:* \_\_\_\_\_

Borrower's Signature: \_\_\_\_\_

DATE: \_\_\_\_\_

☐*I will pay for the cost as determined by the librarian to rectify damage to the library material within ONE (1) month after the date of this notice.**For Item No(s).:* \_\_\_\_\_

Borrower's Signature: \_\_\_\_\_

DATE: \_\_\_\_\_

## FOR LIBRARY'S REFERENCE

PAID

☐

O.R. # \_\_\_\_\_

DATE \_\_\_\_\_

REPLACED

☐

DATE: \_\_\_\_\_

### NOTE:

1. This form must be completed for all lost and/or damaged library materials.
2. Please complete the form and return it to the library as soon as possible. Where there is a fee to be paid, the appropriate amount will be advised by the librarian. The said amount must be settled within ONE (1) month or less after the date of notice. Failure to pay within the prescribed period will result in borrowing rights suspension.
3. For replacement(s), the replacement book(s) and/or material(s) shall be given to the library within ONE (1) month or less after the date of notice.