



Vidyasagar University Central Library

Midnapore , West Bengal - 721102 Ph: 03222-276556

APPLICATION FOR Reporting Loss / Replacement of Book

To

Librarian

Sir,

The undermentioned book issued to me has been lost and I want to replace it / pay required fine may kindly be accepted.

1. Name of the Applicant
[in Capital Letters]

2. Library Member No

3. Type of User

Faculty / Research Scholar / Officer / Staff /

4. Department / Centre

Particular of Lost / Replace Book

Title

Author (s)

Edition

Publisher

Year of Publication

Accession Number

Price

Place :

Yours Faithfully

Date :

(Name)

For Office Use Only

To

The Cashier

Kindly allow him/her to deposit a sum of Rs as lost /replacement book charge.

With Thanks

(Deputy Librarian)

For Office use only

Price (in Rs.) :

Price to be realized :

Due Date

Fine if any (in Rs) :

Challan No :

Date :

Remarks

Deputy Librarian