



Auxilium College (Autonomous)

Diamond Jubilee Library

Accredited by NAAC with A⁺ Grade with a CGPA of 3.55 OUT of 4 in the 3rd cycle
Gandhi Nagar, Vellore - 632006

FORM FOR LOST / REPLACEMENT OF LIBRARY BOOK

Date: _____

Damaged Book Loss of Book

Name of the Library Patron: _____

College ID No. _____ Library Card No. _____ Dept. _____

E-mail _____ Contact No. _____

Book Details:

Book Title: _____

Author (s): _____ Publisher: _____

Edition: _____ Year: _____ Accession No. _____ Call No. _____

Issued on _____ Reported Date: _____

Due date _____ Overdue Amount (Rs.) _____

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. i.e. Latest edition of the book or cost as per Accession Register whichever is higher plus 20% extra as handling charges.

Candidate Signature

FOR OFFICE USE

Cost of the book: _____ Handling charges (10% of cost) _____

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

Date: _____

Book replaced with the same edition as detailed below:

Director of the Library

Librarian