



LOST & DAMAGED ITEM REPORT

Lost and Damaged Item Report Form enables users to report any lost or damaged of library item. You are required to fill up all the details in the form and submit to library staff at the Circulation Counter.

Note : All fields with the asterisk (*) is mandatory.

PERSONAL DETAILS *

Name :
 Staff / Student ID : Staff Student
 Contact No. : Email :
 Department / School :
 Programme Name : Date of Reported :

ITEM DETAILS *

I hereby declare that the following library item(s) issued in my name was/were lost or damaged while on loan.		Office Use Only
Title :		Item Price :
Author :		RM
Year / Publisher :	Edition :	Overdue Fines :
ISBN No. :	Due Date :	RM
Barcode No. :		
Selection Option <input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2		Sub Total RM
Title :		Item Price :
Author :		RM
Year / Publisher :	Edition :	Overdue Fines :
ISBN No. :	Due Date :	RM
Barcode No. :		
Selection Option <input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2		Sub Total RM
		Grand Total RM

Option 1 : I will provide the library with a replacement copy/copies of the same / latest edition of the above title(s) or title suggested by library staff at my own expense within two (2) weeks of this report, and the fines due until the day that this report is made.

Option 2 : I undertake to pay the library the price of the replacement copy/copies of the above title(s) within two (2) weeks of this report, and the fines due until the day that this report is made.

I understand that my borrowing privilege will be suspended until I have replaced or paid for the lost or damaged item.		Office Use Only
		Received by
_____		_____
(Signature)		(Signature)
Date :		Name :
		Date :

Item considered lost if borrower fail to return borrowed item within one (1) month of the due date.

Remarks :