To,
The Librarian,
Library,
M B M
University,
Jodhpur-
342011

Date :   /   /

Sub- Declaration of loss of book issued from Library

Sir,

I have lost the below mentioned book which was issued to me on ____/____/_____from the Library.

Accession Number _ _ _ _ _ _ _ _ _ _   *Call Number _ _ _ _ _ _ _ _ _ _ _ _*

Author _____

Title _____

Publisher _____   *Year of Publication* _____

Edition _____   *Pages* _____   *ISBN* _____

I have sincerely made efforts to trace the copy. However, I am not able to trace it.
I am therefore, willing to pay the cost and fine if any of the book.

Signature _ _ _ _ _ _ _ _ _ _ _ _   *Mobile No.* _____

Name _ _ _ _ _ _ _ _ _ _ _ _ _ _   *E-mail :* _____

User Code _ _ _ _ _ _ _ _ _ _ _ _   *Alternate E-mail :* _____

Designation _ _ _ _ _ _ _ _ _ _ _ _   *Department _ _ _ _ _ _ _ _ _ _ _ _*

PLEASE NOTE
1. Cost of lost book and Late fee if any should be paid after consultin4 section Inchar4e.
2. No refund is possible once the cost of the lost book has been paid.
3. The book is traced at a later date and if cost has not been paid, then pay only late fee till the date of return.
4. The late fee should not exceed the cost of the book.
5. Books from TLL / BC collection if lost may be replaced immediately.

For Library Use Only

All the above mentioned details are correct. The cost of lost book may be provided by considering above mentioned recommendations of library committee.

To
Head, Book Order Section   **(PTO)**

1. For cost of the Normal Books

* *Purchased 10 years back* **Yes / No**

         or

* *Additional copies available* **Yes / No**

* *If both these conditions indicates* **'Yes'** *then* **Accession Register Price** *is to be considered.*

* *Any one of indicates* **'No'** *then current price is to be considered. (***Use Current conversion rate.***)*

2. *For out of print book, the cost may be calculated as number of pages plus the cost of binding or the price mentioned in accession register whichever is more.*

3. *For* **BC / TLL** *books only* **current cost** *may be given.*

The details are verified and the cost of lost book is as follows.

Current Price *-* .... Rs. ...., **Accession Register Price** *-* .... Rs. ....

                                                    Head,
                                                    Book Order Section

To
Head, Circulation Section

1. *The cost of book Rs.* _____ *is paid vide Receipt No.* _____ *Dated* _____

2. *The book may / may not be procured. Lost Book card of* **BC / TLL / Normal Book** *is sent herewith for further action.*

3. *The latest edition of the lost book is replaced and the same is attached herewith for further processing. The late fee is paid.*

                                                   Head
                                                   Circulation section

To
Head, Book Order Section

The lost book details are noted in accession register. The old accession number retained / new accession number is given for the replaced book and send it for processing along with book card.

Processing of the lost book is completed on _____

Up-dation of the lost book completed on _____

To
The Librarian