

Indian Institute of Science Education & Research Bhopal

Bhopal Bypass Road, Bhauri, Bhopal – 462066, M.P.

Central Library

Form for Book Replacement Request

Roll No./P. F. No. Member Category: Student / Faculty / Staff Name of the Member: Department: Designation (if applicable): Correspondence Address: Mobile No.: I am requesting replacement of the following book with its latest edition as detailed bellow as per library rules. I have enclosed my request application along with the detailed reason for the same. Description of the Lost/Damaged item: Title: Author: Publisher: ISBN: Edition/ Publication Year: Accession No. Signature of Borrower Date: Place: For Office Use Only Book is latest edition of the lost/damaged items Checked by Approved by	Personal Information:	
Name of the Member: Designation (if applicable): Correspondence Address: Mobile No.: I am requesting replacement of the following book with its latest edition as detailed bellow as per library rules. I have enclosed my request application along with the detailed reason for the same. Description of the Lost/Damaged item: Title: Author: Publisher: ISBN: Edition/ Publication Year: Accession No. Signature of Borrower Date: Place: For Office Use Only Book is latest edition of the lost/damaged items Checked by Approved by	Roll No./P. F. No. :	
Department :	Member Category: Student / Faculty / Staff	
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As per Library manual (page no. 22, clause no. 4.5)

4.5 Loss/mutilation/damage to documents by Borrowers:

- Borrowers are responsible for the documents they borrow.
- Documents lost, torn or damaged (tearing of pages, underlining, making notes, damaging of binding and the like) shall attract serious action including suspension of membership and/or replacement of documents concern.
- The lost/damaged document shall be replaced by the borrower with latest edition (HB or PB as the case be) else equivalent amount plus an additional charge of 20% of the price for the documents published abroad and 10% for the documents published in India. If the damaged document belongs to a set, then the user is responsible for the entire set. In case, lost/mutilated/damage document is out of print, any amount as fixed by the Librarian is liable to be paid by the borrower.