



Indian Institute of Science Education & Research Bhopal

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

Central Library

Form for Book Replacement Request

Personal Information:

Roll No./P. F. No. :

Member Category: Student / Faculty / Staff

Name of the Member :

Department :

Designation (if applicable):

Correspondence Address:

Mobile No. : Email id:

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

(JLIS/Sr.Superintendent)

(Librarian)

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.