



# Lost/Damaged Library Books Form

- 1. This form must be completed for all lost/damaged library books**
2. Please complete the form and return it to the Librarian. Where there is a fee to be paid, the appropriate amount will be advised to you by the Student Records Officer. You will be invoiced for this amount and it will be due two weeks after the date of the invoice. Failure to pay will result in borrowing rights being suspended.
3. If you are replacing the book, the replacement book is required to be given to the Student Records Officer within one week.

Name of Student: \_\_\_\_\_  
 Or Staff Member \_\_\_\_\_  
(Family name / Surname) (First name) (Other name)

Student Number: \_\_\_\_\_ Course: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BOOK REPLACEMENT** **Tick as appropriate**

I will replace the lost book with an identical book (title, edition, year, etc)   
 Signature \_\_\_\_\_

**PAYMENT FOR LOST BOOK OR BOOK DAMAGED BEYOND REPAIR**

I will pay for the replacement cost of the book within 2 weeks of the date of the invoice   
 Signature \_\_\_\_\_

Cost of the book \_\_\_\_\_   
To be determined by Student Records Officer

**PAYMENT TO RECTIFY DAMAGE TO THE BOOK**

I will pay for the cost to rectify damage to the book within 2 weeks of the date of the invoice

Cost to rectify damage \_\_\_\_\_   
To be determined by Student Records Officer

**FULL BOOK DETAILS**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**COST**

\_\_\_\_\_

Official Use only

**PAID**

Receipt No. \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Date)

**INVENTORY AMENDED**

\_\_\_\_\_