

# NORTH-EASTERN HILL UNIVERSITY CENTRAL LIBRARY

P.O. NEHU Campus, Shillong-793022

## REPORT OF LOSS OF BORROWER'S CARD/PASS BOOK

I am to inform that the Library Card/Pass Book issued to me has been lost. Kindly issue me a duplicate Library Card/Pass Book. I agree to pay the fines as per the NEHU Library Rules.

### Particulars of Library Borrower's Card/Pass Book:

1. Library Card Number \_\_\_\_\_ Valid Upto \_\_\_\_\_
2. Library Pass Book Number \_\_\_\_\_
3. Category: PG Student/M.Phil/Ph.D./University Teacher/College Teacher/Others

### UNDERTAKING OF THE BORROWER REPORTING THE LOSS OF LIBRARY CARD/PASS BOOK

*In case the library card/pass book declared lost is located and a book or books found charged against the library card/pass book, I undertake the responsibility for the replacement of the book(s) outstanding against the library card/pass book.*

Place:

Signature of Applicant

Date:

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Institution: \_\_\_\_\_

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The above Library Card/Pass Book reported lost may please be checked.

**Assistant Librarian (Circulation)**

### Dealing Assistant

Remarks of Dealing Assistant:

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

**Signature of Dealing Assistant**

### **The Finance Officer**

An amount of Rs. \_\_\_\_\_ may kindly be realised from \_\_\_\_\_  
against the loss of Library Card/Pass Book.

**University Librarian/Deputy Librarian/Assistant Librarian (Circulation)**

