

NORTH-EASTERN HILL UNIVERSITY CENTRAL LIBRARY
P.O. NEHU Campus, Shillong-793022

REPORT OF LOSS OF BORROWED BOOK

The under-mentioned book issued to me has been lost. Kindly allow me to replace the same as per NEHU Library Rules.

Signature of the Applicant

Name: _____
Department: _____
NEHU Library Regtn. No. _____
Contact No(s): _____
E-Mail: _____

1. Particulars of the Book:

Call No. _____ Accession No. _____ Due Date _____

Author(s) _____

Title _____ Publ. Year & Edition _____

Issue records may be brought to the undersigned.

**Assistant Librarian/Incharge,
Circulation Section**

Counter Assistant

2. Price of Lost Book

- a) Price of Book (as per Accession Register) _____
b) Current Price (as per Bibliographical/Publisher's Catalogue) _____
c) Total Price (Actual Price in Rupees) to be Realised _____

**Assistant Librarian/Incharge,
Acquisition Section**

(To be filled in by the Competent Library Authority)

The Finance Officer

Please realise an amount of Rs. _____ from _____
Department of _____ holding Library Registration No. _____
on account of the loss of the book bearing Accession No. _____

University Librarian/Deputy Librarian/ Assistant Librarian (Circulation)

