



LEARNING RESOURCE CENTRE LOST ITEM FORM

USER'S DETAILS						NO.	
Date							
Name							
e-mail Address				Contact No.			
Student		Student ID No.		Programme			
Staff		Staff ID No.		School/Dept.			
LOST ITEM DETAILS							
Author							
Title							
Publisher		Year		Edition			
Call Number		Barcode No.					
Date Borrowed		Date Due		Date Lost			
Reason for the loss:							
I agreed to replace the lost item by : <ul style="list-style-type: none"> <input type="checkbox"/> Replacing it with a new copy (only exact edition or new edition will be accepted + overdue fines if any) <input type="checkbox"/> Replacing with new book or current publication (same subject, not available in the library Collection with equivalent price and page number) <input type="checkbox"/> Paying double (2x) cost of missing item (price of the item + overdue fines if any) <input type="checkbox"/> Deducting cost of item from Library Deposit (only when student is withdrawing library membership) <input type="checkbox"/> Deducting cost of item from salary (only when staff is withdrawing library membership) 							
TOTAL PAYMENT							
Item Cost				Signature			
Fines							
Amount Due				Date			
FOR OFFICE USE							
FOR ACTION (Tick ✓ appropriate boxes)							
Case Pending with User <ul style="list-style-type: none"> <input type="checkbox"/> Suspend user's loan privilege until case is settled <input type="checkbox"/> Update library holding status as "Lost" 							
Case Settled with User <ul style="list-style-type: none"> <input type="checkbox"/> User replaced with own item. Barcode of replacement item: <input type="checkbox"/> User paid cost of replacement item, purchase replacement copy. Barcode of replacement item: <input type="checkbox"/> Others 							
VERIFIED BY LIBRARIAN							
Signature				Date			