



**Central Library, IFTM University**  
**Lodhipur Rajput, Moradabad**  
**(FORM FOR LOST/REPLACEMENT OF LIBRARY BOOK)**

**Name of Borrower:** \_\_\_\_\_

Roll No. /ID No : \_\_\_\_\_ Dept.: \_\_\_\_\_

E-mail: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Book details:**

Accession No.: \_\_\_\_\_ Call No.: \_\_\_\_\_ Due Date: \_\_\_\_\_

Book Title: \_\_\_\_\_

Author(s): \_\_\_\_\_ Edition: \_\_\_\_\_

Publisher: \_\_\_\_\_ Year: \_\_\_\_\_

Please select (✓) the below option:

- I will replace the lost book with an identical book (title, edition, year, etc) within 15 days of the date reported.
- I will pay for the cost as per University rule. i.e. Double the price of a print edition or thrice the price of an out-of-print edition.

**Date:** \_\_\_\_\_

**Signature of the Borrower:** \_\_\_\_\_

**OFFICE USE ONLY**

Cost of the book: \_\_\_\_\_ Print/Out of print charges (): \_\_\_\_\_ Total (Rs.) \_\_\_\_\_

Paid Amount (Rs.): \_\_\_\_\_ Receipt No. : \_\_\_\_\_ Date: \_\_\_\_\_

- Book replaced with the same edition as detailed below:

Signature of the Library Staff with date: \_\_\_\_\_

**(Librarian)**