



**MLSBLR
MAHE BENGALURU CAMPUS**

MLSBLR LIBRARY

LOST / MUTILATE BOOK REPLACEMENT REQUEST

| | |
|--------------------------------|--|
| MAHE ID No.: | |
| Name (in Block Letters) | |
| Department | |

| | |
|---------------------------------|--|
| Acc. No. of the Book (1) | |
| Title of the Book | |
| Author | |

| | |
|---------------------------------|--|
| Acc. No. of the Book (2) | |
| Title of the Book | |
| Author | |

| | |
|---------------------------------|--|
| Acc. No. of the Book (3) | |
| Title of the Book | |
| Author | |

| | MRP of the Book/s (Rs) | Replacement Cost (Rs) | * Associated Cost (RFID Tags+ Processing charges) (Rs) | Total (Replacement + Associated) Cost (Rs) |
|-----------------|-------------------------------|------------------------------|---|---|
| Book (1) | | | | |
| Book (2) | | | | |
| Book (3) | | | | |
| TOTAL | | | | |

Total rupees in Words: _____

* Associated cost for each title is Rs.100/-

In order to make good the loss of library material, I hereby wish to do the following (Please Tick)

1. Herewith replacing the book with latest edition.
2. Will pay double cost of the book as per library records

Note: Please pay the total amount in Accounts Department and submit the receipt at Library Help Desk for further necessary action.

Signature of the Applicant: Date:.....

Signature of the Chief Librarian: Date:.....