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**Birla Institute of Technology & Science, Pilani**

**Pilani Campus**

**BITS LIBRARY**

***LOST / MUTILATE BOOK REPLACEMENT REQUEST***

|  |  |
| --- | --- |
| **BITS ID/PSRN 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.20/-

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 Librarian: ………………………………………………………. Date:…………………………………….