



# St. Francis Institute of Technology

TITLE :- CENTRAL LIBRARY PROCEDURE | DOC. NO.-SFIT/LIB/P-01/REV9 | Date :01/07/19 | Issue No.: 01

SFIT/LIB/F-05/REV1  
01/02/2019

## LOST / DAMAGED DOCUMENT FORM

Form No.:                      Year:

### USER INFORMATION

User Barcode (PID / Employee ID)	
Name (Surname, First Name)	
Address	
Phone numbers Residence Mobile	
E-mail ID	
Signature	

### ITEM INFORMATION

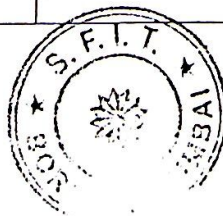
Specify Lost item (Book/CD/DVD/Journal/Magazine/Project Report/Syllabus/Question Papers)	
Acc. No. (barcode) of the document	
Call no.	
Title of the document	
Author (s)	
Publisher	
Year of Publication	
Issue Date	
Due Date	
Date reported loss to the Library	

### FOR LIBRARY USE ONLY

Total No. of days	
Fine due	
Receipt No.	
Total amount to be paid (cost of the book + Fine )	
Replaced on Accession No.	
Title of the Replaced Book	
Name and Signature of the Library Staff	
Name and Signature of the Librarian	

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