

The University Librarian
PAU, Ludhiana

Sub: Payment of the price of lost/damaged publication

Sir,

I have lost/damaged the following publication issued against my library card no..... for the session..... Please intimate the cost of the publication to pay/allow me to replace the copy of the following publication:-

Call No : Accession No. :

Title/ Author : Due Date :

Date :

(Signature of the Borrower)

-----**FOR OFFICE USE ONLY**-----

- Please let us know the current price of the above mentioned publication.
- Please let us know whether the replacement copy of the above mentioned publication is acceptable.

Incharge, Acquisition Section

Incharge, Circulation Section

- The current price of the publication with accession no. according to Year.....vol.....page no.....is Processing charges (Rs30/-) and price may be charged as per RBI conversion rates.
- The published price of the publication with acc. no.....at the time of its procurement onwas..... The price and processing charges may be charged as per University rules.
- The replacement copy of the above publication with Acc. No. may be acceptable please. The processing charges may also be realized.
- As approved by the University Librarian, Rs.....as price of the book+processing charges may be charged.

Incharge, Circulation Section

Incharge, Acquisition Section

- Please charge Rs.....as cost of the publication with Acc. No.....+ Rs. 30 as processing charges.
- Please accept the replacement copy of the publication with Acc. No.....+ Rs. 30 as processing charges.

Junior Library Assistant (Circulation)

Incharge, Circulation Section

- In view of above, Charged Rs.....vide Receipt No.....dated.....

Incharge, Circulation Section

Junior Library Assistant (Circulation)

- Submitted for further necessary action please.

Incharge, Acquisition Section

Incharge, Circulation Section

- The book with Acc. No.....is withdrawn from the accession record on..... and the same is entered in Withdrawal Register at page no.....
- The book with Acc. No.....is withdrawn from the accession record and the replacement copy of the same is entered at Acc. No.....

Incharge, Acquisition Section

Junior Library Assistant (Acquisition)