



Panipat Institute of Engineering & Technology

CENTRAL LIBRARY

Tel: (0180-2569700 Ex.216 Fax-0180-2569800
Email: librarian@piet.co.in Website: <https://www.piet.co.in>

FORM FOR LOST / REPLACEMENT OF LIBRARY BOOK

Name of the Library User: _____

College ID No. _____ Library Card No. _____ Dept. _____

E-mail _____ Contact No. _____

Book Details:

Accession No. _____ Call No. _____

Issued on _____ Due date _____ Overdue Amount(Rs.) _____

Book Title: _____

Author (s): _____ Publisher: _____

Edition: _____ Year: _____

Reported on: Overdues: _____ Damaged Book: _____ Loss of Book: _____

Please select (✓) the relevant 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 the cost as per rule. ie. Latest edition of the book or cost as per Accession Register whichever is higher plus 50% extra as handling charges and due fine.
- The book has been found and will be returned back on _____ along with the overdue fine as applicable.

Date: _____

Signature of the Library User: _____

FOR OFFICE USE

Cost of the book: _____ Handling charges (50% of cost) _____ Total charges (Rs.) _____

Amount Paid (Rs.) _____ Receipt No. _____ Date: _____

Book replaced with the same edition as detailed below:

Remarks:

Signature of Library Staff with date:

Librarian