

**Learning Resource Center**  
**Lost / Damaged Book Replacement Request**

Date:     /     /

**From:**

Name: \_\_\_\_\_ ID No: \_\_\_\_\_

Batch: \_\_\_\_\_ Semester: \_\_\_\_\_

Contact No: \_\_\_\_\_ Email ID: \_\_\_\_\_

**To:**

Librarian, CMS Business School, JAIN (Deemed-to-be University)

Dear Sir,

I have lost / damaged the book issued from LRC from my name bearing:

Accession No: \_\_\_\_\_ Title: \_\_\_\_\_

Author: \_\_\_\_\_ Publication: \_\_\_\_\_

*Please allow me to replace the book of same / latest edition within 15 days from today.*

**Or**

*As per the policy, please allow me to pay double cost of the book to the LRC.*

**Patron's Signature:**

\_\_\_\_\_

**Status Report – To be filled by Librarian**

Allowed to replace

Received double cost of the lost/damaged book

MRP of the book: ₹ \_\_\_\_\_ Amount Received by student: ₹ \_\_\_\_\_

Date of Replacement/Re-Accession:

**Librarian's Name and Signature:** \_\_\_\_\_