



**Central Library**  
**University of Kalyani, Nadia**  
**Request for Replacement/Settlement of Lost Book/Books**

**From:**

Name: \_\_\_\_\_

Dept./Centre: \_\_\_\_\_

Library Membership ID: \_\_\_\_\_ Contact No. (Tel./Mob.): \_\_\_\_\_

E-mail id: \_\_\_\_\_ Date: \_\_\_\_\_

**To:**

**The Asst. Librarian**  
**In-Charge, Central Library**  
**University of Kalyani, Nadia**

Dear Sir/Madam,

This is to inform you, that I have lost the following book/books issued from the Central Library against my Membership ID..... dated on.....

List of books are as follows:

*To be filled up by the staff member of the Circulation Section (Full Signature) \_\_\_\_\_*

Sl. No.	Accession Number	Title	Author/Editor	Edition & Year	Price (Rs.)

**Option 1:** ..... (Tick)

On the basis of the above consequences, it is requested to allow me to **replace** the same/updated edition of book within 15 days from this request and it is also requested not to charge any fine during this period.

**Option 2:** ..... (Tick)

The same/updated edition of the book/books is/are *not available in the market for replacement*. In this regard, as per the Library rules I may be allowed to pay the **fine** against the loss of book/books as per library rule.

*Verified and fine calculated (if needed) by the staff member of the Acquisition Section (Full signature)*

\_\_\_\_\_

I transferred the Fine amount of the book of Rs. \_\_\_\_\_ having transaction reference number of \_\_\_\_\_ to the Cash Section of the University (Copy attached).

Thanking you,

User Signature (Full Signature) \_\_\_\_\_ Date: \_\_\_\_\_

Signature of the Librarian/Asst. Librarian/ In-Charge \_\_\_\_\_