

## LOST & DAMAGED RESOURCES REPORT

Lost and Damaged Resources report form enables users to report any lost or damaged library resources. You are required to fill up all the details in the form and submit. The Library will process the forms within 3-7 working days.

Library >>  Taylor's University Library  Tan Sri Loy Hean Heong Library  Taylor's Clinical School

### PERSONAL DETAILS (All fields are mandatory)

Name : \_\_\_\_\_  
 Staff / Student ID : \_\_\_\_\_ **Staff** **Student**  
 Contact No. : \_\_\_\_\_ **Taylor's Email:** \_\_\_\_\_  
 Department / School : \_\_\_\_\_  
 Programme Name : \_\_\_\_\_ **Date of Reported:** \_\_\_\_\_

### RESOURCES DETAILS (All fields are mandatory)

I hereby declare that the following library resource(s) issued in my name was/were lost/damaged while on loan.

				Office Use Only
<b>Title</b> :				Item U:ã^ :
<b>Author</b> :				<b>RM</b>
<b>Year / Publisher</b> :	<b>Edition</b> :			Processing Fee :
<b>ISBN No.</b> :	<b>Due Date</b> :			<b>RM</b>
<b>Item Barcode</b> :				Uç^!ã~ ^Fine : <b>RM</b>
<b>Select Option</b>	Option 1	Option 2	<b>Sub Total</b>	<b>RM</b>
<b>Title</b> :				Item U:ã^ :
<b>Author</b> :				<b>RM</b>
<b>Year / Publisher</b> :	<b>Edition</b> :			Processing Fee K
<b>ISBN No.</b> :	<b>Due Date</b> :			<b>RM</b>
<b>Item Barcode</b> :				Uç^!ã~ ^Fine : <b>RM</b>
<b>Select Option</b>	Option 1	Option 2	<b>Sub Total</b>	<b>RM</b>
				<b>Grand Total</b> <b>RM</b>

**Option 1** : I will provide the Library with a replacement copy/copies of the latest edition of the above title/s at my own expense within two (2) weeks of this report, in addition to paying a processing fee of RM50.00 and the fines due until the day that this report is made.

**Option 2** : I undertake to pay the Library the current market price of the replacement copy/copies of the latest edition of the above title/s within two (2) weeks of this report, in addition to paying a processing fee of RM50.00 and the fines due until the day that this report is made.

I understand that my borrowing right will be suspended until I have replaced or paid for the lost/damaged resource.

\_\_\_\_\_  
 Date : (Signature)

### FOR LIBRARY USE ONLY

Received by	Action				Action Taken by
	<b>Item Status</b> :	Available	On Loan (Due date)	Others	
	<b>Status</b> :	Found	Not Found		
	<b>User notified</b> :	Via	Phone	Email	
(Signature)	Date :		Time :		(Signature)
Name : _____	<b>If the item is not found :</b>				Name : _____
Date : _____	Check popularity count :				Date : _____
	Forward to Acquisition Unit for purchase (Date)				
	State reason if not purchased :				

**Item deemed lost from (if any)** :  Dispute Form  Final reminder  Student clearance  Convocation List

If the student/staff fails to appear or did not come forward, Library can fill up the form on behalf of the student/staff.

Remarks :