

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

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
	Item Status :	Available	On Loan (Due date)	Others	
	Status :	Found	Not Found		
	User notified :	Via	Phone	Email	
(Signature)	Date :		Time :		(Signature)
Name : _____	If the item is not found :				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 :