



**TUNKU AZIZAH KNOWLEDGE CENTRE
IBRAHIM SAAD LEARNING HUB**

LOST & DAMAGED ITEM REPORT

(Capital letter)
 Full Name : _____
 Ex.No : _____ Mobile No : _____
 Email : _____ Matric No : _____
 Faculty : _____ Date of Reported : _____

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

(1) Material Details				Office Use Only
Title				Item Cost:
Author (s)				Delivery Cost:
Publisher	Year			Processing Fee:
Accession No	Edition			Fines:
ISBN No.	Due date			Sub Total:
Select Option	<input type="checkbox"/>	Option 1	<input type="checkbox"/>	Option 2

(2) Material Details				Office Use Only
Title				Item Cost:
Author (s)				Delivery Cost:
Publisher	Year			Processing Fee:
Accession No	Edition			Fines:
ISBN No.	Due date			Sub Total:
Select Option	<input type="checkbox"/>	Option 1	<input type="checkbox"/>	Option 2

Option 1: I will provide the Library with a replacement copy of the latest edition of the above title at my own expense within two (2) weeks of this report, in addition to paying a processing fee of RM 20 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 of the latest edition of the above title within two (2) weeks of this report, in addition to paying a processing fee of RM 20 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 item. _____
 (Signature & Date)

For Library Use Only

Received by	Action	Action Taken by
_____ (Signature) Name: Date:	Item Status: <input type="checkbox"/> Available <input type="checkbox"/> On Loan (Due date)	_____ (Signature) Name: Date:
	Status: <input type="checkbox"/> Found <input type="checkbox"/> Not Found	
	User notified: <input type="checkbox"/> Phone/ Email <input type="checkbox"/> Walk in	
	If the item is not found: <input type="checkbox"/> Check circulation history. <input type="checkbox"/> Forward to Acquisition unit for purchase (Date): <input type="checkbox"/> State reason if not purchased:	

Item deemed lost from (if any): Dispute form Final Reminder Student clearance Convocation list

Remarks:

Applicant Signature:

Librarian Signature:

Name :
Date :

Name :
Date :

