

INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD
(Central Library)

Dated:

Subject: Payment for Lost Books

Dear Sir,

It is submitted for your kind information that I have borrowed following book(s) from Central Library. The books (s) have been misplaced by me. The detail of book (s) is as under:

S#	Title	Author	Acc. No	Cost (Rs.)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
Total (Rs.)				

It is, therefore, requested that I may kindly be informed about price(s) of the above mentioned book(s), so that I may be able to deposit the cost of lost book(s).

Staff Signature:

Yours faithfully

Circulation (For title etc.):_____

Name:

Acquisition (For Price only):_____

Membership #

Signature:

Incharge Circulation

Incharge Acquisition

The cost of above mentioned lost book(s) is Rs. _____ and the book(s) have been written off from the accession register bearing Acc#s.

Incharge Acquisition

Record(s) updated in	Signature (Acq.Staff)
Acc. Register	
Koha	

Incharge Circulation

Chief Librarian

Cashier IIUI (Room # 203),Contact # 2269, Account Section, IIUI.