



## LOST & DAMAGED ARC COLLECTION

Lost and Damaged ARC Collection Form enables users to report any lost or damaged of ARC item. You are required to fill up all the details in the form and submit to ARC staff at the Circulation Counter.

**Note : All fields with the asterisk (\*) is mandatory.**

### PERSONAL DETAILS \*

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

Staff / Student ID : \_\_\_\_\_  Staff  Student

Contact No. : \_\_\_\_\_ Email : \_\_\_\_\_

Department / School : \_\_\_\_\_

Programme Name : \_\_\_\_\_ Date of Reported : \_\_\_\_\_

### ITEM DETAILS \*

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

#### Office Use Only

Title : _____			Item Price : _____
Author : _____			<b>RM</b>
Year / Publisher : _____	Edition : _____		Overdue Fines : _____
ISBN No. : _____	Due Date : _____		<b>RM</b>
Barcode No. : _____			
Selection Option <input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Sub Total	<b>RM</b>

Title : _____			Item Price : _____
Author : _____			<b>RM</b>
Year / Publisher : _____	Edition : _____		Overdue Fines : _____
ISBN No. : _____	Due Date : _____		<b>RM</b>
Barcode No. : _____			
Selection Option <input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Sub Total	<b>RM</b>
			<b>Grand Total</b>
			<b>RM</b>

**Option 1 :** I will provide the ARC with a replacement copy/copies of the same / latest edition of the above title(s) or title suggested by ARC staff at my own expense within two (2) weeks of this report, and the fines due until the day that this report is made.

**Option 2 :** I undertake to pay the ARC the price of the replacement copy/copies of the above title(s) within two (2) weeks of this report, and the fines due until the day that this report is made.

I understand that my borrowing privilege will be suspended until I have replaced or paid for the lost or damaged item.

#### Office Use Only

#### Received by

\_\_\_\_\_  
(Signature)

Date : \_\_\_\_\_

\_\_\_\_\_  
(Signature)

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

Date : \_\_\_\_\_

**Item considered lost if borrower fail to return borrowed item within one (1) month of the due date.**

**Remarks :**