KOITALEEL SAMOEI UNIVERSITY COLLEGE

(A Constituent College of the University of Nairobi)

KOITALEEL SAMOEI UNIVERSITY COLLEGE LIBRARY

LOST OR DAMAGED BOOK REPORTING FORM

A. USER DETAILS

Name: _____

Registration/Staff No.: _____

Department: _____

Phone/Email: _____

B. BOOK DETAILS

Title of Book: _____

Author: _____

ISBN/Accession No.: _____

Call Number: _____

C. NATURE OF PROBLEM

☐ Lost Book

☐ Damaged Book

Nature of Damage: _____

D. INCIDENT DESCRIPTION

Brief Description: _____

Date Lost/Damaged: _____

E. USER DECLARATION

I declare that the information provided is true and accurate and agree to comply with library regulations.

Name: _____ Signature: _____

Date: _____

F. FOR LIBRARY USE ONLY

Replacement Cost: _____

Recommended Action:

☐ Replace Book ☐ Pay Cost ☐ Repair Book

Amount Payable: _____

Receipt No.: _____

G. LIBRARY APPROVAL

Library Staff Name: _____

Signature: _____

Librarian's Approval: _____

Official Stamp: _____