



अखिल भारतीय आयुर्विज्ञान संस्थान  
साकेत नगर भोपाल (मध्य प्रदेश)– 462020  
**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
Saket Nagar, Bhopal (M.P.) – 462020

**Book Replacement Form**

**Personal Information:**

Roll No./P. F. No. :-----

Member Category: Student / Faculty / Staff

Name of the Member :-----

Department :-----

Designation (if applicable):-----

Correspondence Address:-----

Mobile No. :----- Email id:-----

I am requesting replacement of the following book with its latest edition as detailed bellow as per library rules. I have enclosed my request application along with the detailed reason for the same.

**Description of the Lost/Damaged item:**

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Author:-----

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Publisher:-----

ISBN:----- Edition/ Publication Year:----- Accession No.-----

Signature of Borrower

Date:----- Place:-----

**For Office Use Only**

Book is latest edition of the lost/damaged items

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(Librarian)

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## **As per Library Rules**

### **Loss/mutilation/damage to documents by Borrowers:**

- Borrowers are responsible for the documents they borrow.
- Documents lost, torn or damaged (tearing of pages, underlining, making notes, damaging of binding and the like) shall attract serious action including suspension of membership and/or replacement of documents concern.
- The lost/damaged document shall be replaced by the borrower with latest edition (HB or PB as the case be) else equivalent amount plus an additional charge of 20% of the price for the documents published abroad and 10% for the documents published in India. If the damaged document belongs to a set, then the user is responsible for the entire set. In case, lost/mutilated/damage document is out of print, any amount as fixed by the Librarian is liable to be paid by the borrower.