



PRESIDENCY UNIVERSITY

PUF 83

APPLICATION FORM FOR LIBRARY CARD REPLACEMENT FEE / LOST ITEM COMPENSATION FEE & LATE RETURN FEE

ATTENTION

- Library Card Replacement fees: ☐ Tk. 50/- (Damaged/Expired) ☐ Tk. 100/- (Lost)
- Borrowing resources fine per day: Tk. 20/- (Book/Thesis/Capstone), Tk. 5/- (CD/DVD)
- Damaged/Expired Library card must be returned to the Library.
- Newly issued or replaced library cards validity will not be more than one (1) year.
- Fees must be deposited in the PU's Account before submitting the application.

Name:	ID:
Program/Designation:	Department:
Library card Expired/Lost on: _____	Lost/Borrowed Resources (✓):
Resources borrowing period expired on: _____	Book/Thesis/Capstone/CD/DVD/Other _____
Name/Title of the lost/ Borrowed Item:	
<u>Student/Employee needs to fill up this section by the Librarian/Personnel of the Library:</u>	
1. Actual price of the lost Item: Tk. _____ 2. Student/Employee needs to pay for lost Item: Tk. _____	
3. Total days for fine for resources borrowing: _____ day(s). 4. Total fines: Per day Tk. _____ × Total day (s) _____ = Tk. _____	
_____ Seal, Signature & Date by the Librarian/ Personnel of the Library	
Contact number:	Email:
Student/Employee Signature: _____ Date: _____	

<u>For Accounts Office Use Only:</u>	
Library Card Replacement fee/ Lost Item Compensation fee/	
Late return fee charged: ☐ Yes ☐ No	
_____ Seal, Signature & Date	
<u>Received in the Registrar's Office:</u>	
_____ Seal, Signature & Date	