

DELHI COLLEGE OF ARTS AND COMMERCE
LIBRARY
BOOK REPLACEMENT FORM

Date:

The Librarian
Delhi College of Arts and Commerce
Netaji Nagar, New-Delhi-110023

Subject: Replacement of library book

Respected Madam,

This is to inform you that I have taken a book entitled _____
_____ author/s is/are _____ from the Library.

Due to some reasons it has been lost/misplaced by me and now I want to replace it.
Therefore, I request you to kindly allow me to replace the same.

Thanking You,

Yours Faithfully

(Signature of Member)

Name _____

Designation/Roll No. _____

Department/Course _____

FOR LIBRARY USE

S.No.	Acc. No.	Author	Title/Ed.	Publisher
_____	_____	_____	_____	_____

The above book has been checked and verifies from library records. Kindly allow to replace Books.

Lib Assistant/SPA

Allowed

Librarian