



LIBRARY DEPARTMENT

No.1, Persiaran MIU, 71800 Nilai, Negeri Sembilan (Level 2)

Contact us : 06-7989362 / 9278 / 9357

Enquiry : library@mila.edu.my

MATERIAL LOSS FORM

Reference No: []

BORROWER'S DETAILS

NAME			
STUDENT / STAFF ID NUMBER			
SCHOOL / DEPARTMENT			
PHONE NUMBER		EMAIL	

MATERIAL DETAILS

TITLE			
AUTHOR			
EDITION / VOLUME		YEAR	
ISBN / ISSN			
CALL NUMBER		BARCODE	

MATERIAL REPLACEMENT STATUS

- Material replacement (same or latest edition)
- Payment of material costs directly to the library (RM)
- Deductions from caution fee (for student), or salary (for staff)

Material price	
Processing fee	
Overdue fine	
TOTAL (RM)	

I acknowledge my responsibility and will explain the costs (if any) that will be imposed on me as compensation according to the lost material procedure of the MILA University Library.

Borrower Signature

.....

Date :

LIBRARY USE

Remarks:

HR Verification **if applicable*

Library Verification,

.....
(Signature and official stamp)

.....
(Signature and official stamp)

Name :
Staff ID No. :
Date :

Name :
Staff ID No. :
Date :