



LIBRARY DEPARTMENT

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

Contact us : 06-7989362 / 9278 / 9357

Enquiry : library@mila.edu.my

MATERIAL DAMAGED REPORT FORM

Reference No: []

BORROWER'S DETAILS			
NAME			
STUDENT / STAFF ID NUMBER			
SCHOOL / DEPARTMENT			
PHONE NUMBER		EMAIL	

MATERIAL DETAILS			
TITLE			
AUTHOR			
PUBLISHER		YEAR	
VOLUME/EDITION		ISBN/ISSN	
CALL NUMBER		BARCODE	

DAMAGE INFORMATION	
A. DAMAGE PART	
BOOK COVER <input type="checkbox"/>	PAGE <input type="checkbox"/> BARCODE <input type="checkbox"/> CALL NUMBER <input type="checkbox"/> BIBLIOGRAPHIC INFORMATION <input type="checkbox"/>
B. TYPE OF DAMAGE	
TORN <input type="checkbox"/>	MISSING <input type="checkbox"/> DETACHED <input type="checkbox"/> OTHERS <input type="checkbox"/> (please specify) _____

VALIDATION SECTION	LIBRARY USE
<p>i. I acknowledge that this material has been damaged while in my possession and I will take responsibility for the damage.</p> <p>ii. I will explain the costs (if any) that will be imposed on me as compensation according to the damaged material procedure of the MILA University Library.</p> <p>..... (Signature)</p> <p>Name : Date :</p>	<p>Verified by,</p> <p>..... (Signature and official stamp)</p> <p>Name : Staff ID Number : Date :</p>