



MIDNAPORE CITY COLLEGE

Central Library

Kuturiya, Bhadutala, Paschim Medinipur
West Bengal, India, 721129

APPLICATION FOR LOST/DAMAGED LIBRARY CARD

To
The Librarian
Midnapore City College

Respected Sir,

I....., the member of library of our college, inform you that, my Library Card was misplaced / lost. So I am requesting to you, kindly issue me duplicate Library Card. I agree to pay fine as per library rules.

Date:

Thanking You

Faculty / Staff / Student (*Mark the relevant one) Member ID:.....

Designation: (* for Employees only).....

Academic Program: Undergraduate / Postgraduate (*Mark the relevant one)

Subject:

I have received duplicate Library Card.

(Sign of Student/Staff with Date)

For Office Use Only

Appl. Receive Date	Card Issue Date	Fine Receipt No.	
		Date	
		Charges (Rs)	

Remarks:

(Sign of Librarian with Date)