

# Refund due to damaged or lost Library material

I \_\_\_\_\_  
enrolled in/at a \_\_\_\_\_  
Student number/library code \_\_\_\_\_

declare that I:

- am returning in a damaged state:
- am unable to return:

the book/periodical/material \_\_\_\_\_  
I borrowed from H-FARM Library.

I thus commit to:

- personally buy a substitutive copy, to be handed to the Library within 30 days (only possible in case the object is not out of production)
- reimburse the money/fee indicated by the Library.

Roncade, \_\_\_\_\_ User's readable signature

## TO BE FILLED IN BY THE LIBRARIAN

Following the loss or damage of the Library material, the user:

- chose to buy a new copy in substitution to the lost/damaged one
  - hands the new copy on date \_\_\_\_\_ (to be filled when the user presents the new copy)
- chose to fully refund the money indicated by the Library;
  - Pays euros \_\_\_\_\_ receipt issued on date \_\_\_\_\_ ; the Library sees to:
    1. Buy a new copy of the work
    2. Buy an alternative copy of the work
    3. Send the book to the bindery for restoration

Roncade, \_\_\_\_\_ Librarian's readable signature

