

Declaration of Lost / Damaged Materials

Please be informed that I have lost the following library material(s) in my borrowing period. I acknowledge that I would be CHARGED DOUBLE the price of the material lost /damaged, or buy another copy for replacement with handling charge that according to the University Library Rules No.3 (g).

On the other hand, I understand that my borrowing privilege will be suspended until the charge is settled by one of following that I selected:

1. Replacement with handling charge
2. Fine payment
 - a. payment to University Library / Treasury Section
 - b. deducting from my salary (for University staff only)

Author/Title

Barcode No.

Declarant's Name

Faculty/Department

Staff No./Student No.

Declarant's Signature

For University Library Use Only

Date:

Confirmed by:

* Please note that, according to the University Library Committee Meeting on 12th September 1997, article No. 404: once the fine of lost book is paid, it cannot be refunded.

Fine Notice

The price of the lost item: MOP\$_____

Confirmed by **Technical Process Unit** _____

Handling charge / Fine payment: MOP\$_____

Confirmed by **Public Access & Document Unit** _____

Remark: _____

遺失圖書怎麼辦?



填妥報失表格



三個工作日後於辦公時間到圖書館流通服務櫃檯或致電 88228160 查詢失書價錢

如付款賠償,請到流通服務櫃檯交款。

如購買新書代替失書,請連同手續費 60 澳門元和新書一同交到流通服務櫃檯。

交妥款項後,方可恢復借書。

注:如找回失書,所付款項恕不發還。