



**Application for Duplicate Library Card**

To  
UNIVERSITY LIBRARIAN  
UNIVERSITY of CALCUTTA  
KOLKATA – 700 073

Sir,

I beg to inform you that I have lost my Card(s) \* No.....

- 1. Reference
- 2. Lending (1)
- 3. Lending (2)

**Subject** ..... **Course** .....

**session**..... 20..... to ..... 20..... **Roll no**..... **Section**.....

I request you to kindly issue duplicate of the same in my favour.

Yours faithfully,

Date .....

Address .....

.....  
.....

.....  
(Signature in full)

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**OFFICE USE**

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Reference / Lending Card(s) No .....

(a) Is/are not traced in the Reading Hall. ....  
(Initial of Library Assistant)

(b) Is/are not traced in the Reference Section. ....  
(Initial of Library Assistant)

(c) Is/are not traced in the Lending Section. ....  
(Initial of Library Assistant)

(d) Is/are not traced in the Departmental Library.....  
Initial of In-charge  
(Campus Library/Departmental Library)

A duplicate Card may be issued under usual rules .....

For University Librarian

University of Calcutta

**Please Note carefully**

1. Submit the application form duly filled in to the Membership Section for enquiry.
2. If the card is lost, deposit the prescribed fee of Rs. 25/- for each card.
3. Submit the counterpart of the Cashier's receipt to the Membership Section along with your application for the lost card already submitted.

If the lost card is traced in the Library take delivery of the same against due receipt.

**\*\* N.B. – Students belonging to a department with a departmental library will have to obtain requisite note for the loss of their cards from the departmental library prior to submission of their application to the Central Library Office.**