

## Loss of a medium / Damage of a medium

Please complete the form **on PC**, print out and sign it. Hand over the form at one of the circulation desks, sent it by mail to:

**Universitätsbibliothek, Zentrale Benutzungsdienste AR, 57068 Siegen**  
or by email to **benutzung@ub.uni-siegen.de**.

The following medium that I have borrowed is lost / damaged:

Call number:

Author / Short title:

The library decides on the procedure and amount of a replacement with dutiful discretion.

The compensation consists especially in the payment of the sum required to replace the medium.

Regardless of the compensation, charges will be made for the administrative expense. At the moment the fee is € 25,00 per medium according to the Gebühren- und Entgeltordnung of the University Library.

Surname:

First name(s):

Library card number/ USiCard number:

**Address:**

Street and Number:

Postcode and town:

Siegen, the

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Signature