DAMAGE OR PROPERTY DESTRUCTION REPORT FOR THE CUBICLE

Place: Kraków, date: .....

Library agenda: **Main Reading Room** / **Reference Department Reading Room**

Workstation: **Individual work cubicle** No. ..... / **Acoustic pod** No. .....

1. USER DETAILS

Full name: .....

No. of the Document entitling access to the Library: .....

Library account No.: .....

Phone number: ..... E-mail: .....

Status: AGH employee / AGH doctoral student / AGH student / other User

2. DESCRIPTION OF DAMAGE OR PROPERTY DESTRUCTION

(To be completed by a member of the Library staff in the presence of the User or by a committee)

Date and time the damage was found: .....

Detailed description of the damage (type of damaged item, extent of damage, preliminary circumstances of the incident):

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3. USER'S STATEMENT

(tick as appropriate)

☐ I accept responsibility for the damage caused and undertake to cover the costs of its repair or replacement on the basis of the damage valuation / contractor's invoice presented.

☐ I do not accept responsibility for the damage caused. User's position / explanation:

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4. PROCEDURE FOR DETERMINING AND COVERING COSTS

1) In the event of loss of or mechanical damage to a key/lock, a flat-rate charge is applied in accordance with the current *Price list of services and fees collected at AGH University Main Library*.

2) In all other cases, the amount of compensation is determined based on a damage valuation (a repair cost estimate, an invoice for servicing, or an invoice for the purchase of a new item of equipment with identical specifications) prepared by the University's competent technical services or by an external provider.

3) The compensation amount determined is payable by the person liable to remedy the damage:
   - at the cash desk of AGH University Main Library – in cash or by payment card; the payment is documented with a receipt;
   - to the AGH bank account – based on a debit note with a deferred payment term of 7 days.

4) Until the amount due is paid in full, the User's Library account remains blocked.

Compensation amount determined: ..... PLN

Appendix

Basis of valuation: Price list of AGH University Main Library / contractor's invoice / technical valuation

Payment deadline: .....

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(legible signature of the User) *(signature of the member of the Library staff on duty)*

5. DECISION OF THE HEAD OF THE RELEVANT INTERNAL UNIT / DIRECTOR OF AGH UNIVERSITY MAIN LIBRARY

(to be completed after the final valuation has been prepared)

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Kraków, date: ....

(signature and stamp)