Missing/Damaged Library Book Payment Process

1. **Report**
The book is reported missing or damaged by students or parents to the library.

2. **Invoice**
The library will generate an invoice with the cost and book details in printed format or email.

3. **Payment**
The payment can be made at the Finance Department.

4. **Update**
The Finance Department will update the library with the receipt of payment.

5. **Clear**
The library will remove the title and clear the user account.

The title will be added into the list of replacement.