

Claim Return or Never Had Form

bill date _____

- This form will be used if patrons indicate they have returned or never checked out an item still showing on their library account
- There will be an initial search by staff before the patron is required to sign the claim form or the form can be signed if the patron is present

Name _____

Initials of Staff & Non Blocking Note Added _____

Date of call/visit _____ Possible Return date _____

Name on account _____

Library Card Number/Record ID# _____

Notification option: phone/email _____

***Title#1** _____

Barcode#1 _____ Call Number#1 _____

Collection #1 _____ Shelf Location#1 _____

***Title#2** _____

Barcode#2 _____ Call Number#2 _____

Collection #2 _____ Shelf Location#2 _____

*More than 2 items being Claim Returned at same time print list and attach

I understand that if the item is not found after four months, I will be billed a \$10.00 per item Administrative fee. Payment is due within 30 days. If the item is returned before the four months time period, late fees will be added to the account. Refunds will not be issued.

Customer Signature: _____ Date: _____

Print name: _____

Staff Initial: _____ Date: _____ Initial if status changed to CR: _____