

Misplaced Item Form

Bill date: _____

Circle one: Returned / Never Had

Date of Contact: _____

Staff posting the Non-Blocking Note: _____

Possible Return Date: _____

Name on account: _____

Library Card Number: _____

Notification option (phone/email): _____

1. Title _____

Barcode # _____ Call # _____

Collection _____ Shelf Location _____

2. Title _____

Barcode # _____ Call # _____

Collection _____ Shelf Location _____

3. Title _____

Barcode # _____ Call # _____

Collection _____ Shelf Location _____

4. Title _____

Barcode # _____ Call # _____

Collection _____ Shelf Location _____

The library will be searched, and we ask that you look again at home and in your car. If we find the item, we will remove it from your account. A library staff member will contact you to let you know if the item was found or not.

* If there is an email address on the patron account, we will send them a copy of our form.

Please return forms to Circulation Department

Name _____