

Owning Library: _____

Instructions for staff: fill out this form and include it with payment for a lost material that a patron has paid for at your location. Owning library should always be consulted first in case fees are added or adjusted.

LOST/DAMAGED ITEM PAYMENT FORM

From Library: _____

Date: _____

Staff member name: _____

Staff member you talked to at owning library: _____

This money is for:

___ Damaged Item Payment

___ Lost Item Payment

Item Title: _____
Item Barcode: _____
Patron Barcode: _____
Current Item Status: ___ Lost and Paid
___ Patron Lost
___ Checked Out
___ Other: _____

Notes:



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___ Other: _____

Notes:



Procedure for using Item Payment Form:

This form is intended to accompany any fees that are being sent from one library to another in payment of lost or damaged materials. It is important to speak to the owning library before resolving a lost item payment with a patron, since each library has different policies and procedures.

Reminder for collecting library: Do not accept a replacement copy of a book that belongs to another library without the explicit agreement of the owning library; many libraries do not accept replacement copies in lieu of lost or damaged item payments.

Instructions for Owning Library: Upon receipt of this form and associated fees, verify that the payments are made on the patron account, then choose to delete the lost material from your collection or check it in and change the status to "Damaged" or "Mending," (or leave it in "Lost and Paid") depending on your library's policies and procedures. Do not leave materials marked "Patron Lost," "Claimed Returned," or "Checked out" after they have been paid for and/or resolved with the patron.



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