



Date: \_\_\_\_\_

To Requesting Library: \_\_\_\_\_

**The following item has been lost by your patron:**

Patron: \_\_\_\_\_ Barcode: \_\_\_\_\_

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Call number: \_\_\_\_\_

Barcode: \_\_\_\_\_ Due Date: \_\_\_\_\_

Amount Due: \_\_\_\_\_

**REQUESTING LIBRARY:**

1. Check your shelves for these items and if found, check them in.
2. If not found, collect the lost fee from your patron, update their record, and mail a copy of this bill and a check to:

**Library Name:** \_\_\_\_\_

Address: \_\_\_\_\_

**Payment is due within eight weeks from the receipt of this bill. Thank you for your cooperation.**

**NOTE:** If the library is unable to collect from the patron, the requesting library is ultimately responsible for payment. If you have any questions or concerns about this bill, please contact the owning library to discuss and seek a resolution.

**Library Pays for the Lost Item:**

1. The patron's home library will enter the patron's account, and in the "Add Charge" screen, select "Item Lost," as the fee reason, enter the charge amount for the total price being charged for the lost item (replacement fee and processing fee if any) and the barcode of the item.
2. In the notes screen enter a detailed note that the library paid, but the patron still owes the home library.
3. **Waive** the original charge(s) for the item from the patron record.
4. Mail a copy of this bill and a check to the owning library.