



BILL for Lost Item

Clear Form

Date: _____

To (Borrowing Library): _____

The following item has been lost by your patron:

Patron: _____ Barcode: _____

Title: _____

Author: _____

Call number: _____

Barcode: _____ Due Date: _____

Amount Due: _____

LENDING LIBRARY:

1. Check your shelves to make sure the item has not been shelved in your collection. If you find it, check it in and send it on its way.
2. If the item is 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 8 weeks from the receipt of this bill.
Thank you for your cooperation.**

NOTE: If the library is unable to collect from the patron, the borrowing 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.

Procedure when the lending library pays:

1. Go into the patron's account window and create a new charge for the total price being charged for the lost item (replacement fee and processing fee, if any). Enter "Item Lost" as the reason and enter the barcode of the item. Enter a note, for example IHLS paid CPLP for this item 3/16/16 but the patron still owes IHLS.
2. **Waive** the original charge(s) for the item from the patron record, so the item can be deleted.
3. Mail a copy of this bill and a check to the owning library.