



Patron's Name \_\_\_\_\_  
                     First Name                    Last Name

Patron's Barcode # \_\_\_\_\_

Street Address \_\_\_\_\_

Today's Date \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code: \_\_\_\_\_

DATE PAID	BARCODE	TITLE OF BOOK	RETURNED OR REPLACED	AMOUNT PAID
			<b>SUBTOTAL</b>	<b>\$</b>
			75%	
			<b>Refund amount</b>	<b>\$</b>

VI.8H PUBLIC SERVICES  
 CIRCULATION OF LIBRARY MATERIALS LOST ITEM REFUNDS

Books and other library materials that have been lost and paid for by patrons are removed from OCLC and the Library's public access catalog (PAC). If the item is located by the patron after payment is made, a refund may be requested by the patron. All refunds are processed through the business office generally within two weeks. 75% of the item cost will be refunded to the patron. Fines and processing fees will not be refunded.

If a patron chooses to replace the title by purchasing a copy for the Library, the Library has the right to refuse the replacement title. If the Library does accept the replacement, fines and fees will not be refunded.

Patron signature and Date: \_\_\_\_\_