Misplaced Item Form

Name:__________________________________________________________

Date:__________________________________________________________

Circle one: Returned / Never Had

Staff posting the Non-Blocking Note:______________________________ Initials:________

Possible Return Date:__________________________________________

Name on Account:__________________________________________________________________________

Library Card Number:______________________________________________________________________

Notification Option (phone/email):__________________________________________________________

1. Title:________________________________________________________________

   Barcode #:______________________________ Call #:________________________

2. Title:________________________________________________________________

   Barcode #:______________________________ Call #:________________________

3. Title:________________________________________________________________

   Barcode #:______________________________ Call #:________________________

4. Title:________________________________________________________________

   Barcode #:______________________________ Call #:________________________

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 the Misplaced
Item Form.

**Please return forms to the Circulation Desk**

Misplaced Item Form – Reviewed & Approved December 19, 2023