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*