

### Claim of Return

Patrons may file a Claim of Return if they believe that an item still checked-out on their card has been returned. Staff will check the stacks an additional two times (stacks are checked each time an overdue notice is generated) over the following two months to ascertain if the item has actually been misplaced within the Library, while the item itself remains in extended checkout on the patron's card. The patron will accrue no additional fines during those two months. A Claim of Return notation will be added to the patron's record, including the filing date of the claim.

If the item is located in the Library, it will be removed from the patron's record with no fines assessed, and the Claim of Return notation will be removed from the patron's record.

If the item is not found in the Library during the two-month period, the item will be converted to a "lost item" in the Library's system, pending further action. The Claim of Return notification will remain in the patron's record. Patrons must return the item if they locate it, or pay the replacement price to have it officially removed from their record.

Abuse of the Claim of Return option could potentially damage the Library's collection. To protect the collection from such abuse, a limit of two claims may be filed in which the patron's claim goes unquestioned. If a patron has two Claims of Return and the material is not located in the Library on each occasion, that patron will be charged for any subsequent items claimed that cannot be located in the Library.

### CHARITON PUBLIC LIBRARY CLAIM OF RETURN

Date & Initials  
\_\_\_\_\_

Patron Name: \_\_\_\_\_ Patron Phone Number: \_\_\_\_\_

Patron Card Number: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Title: \_\_\_\_\_ Call Number: \_\_\_\_\_

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

Item Due Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Shelf Check: \_\_\_\_\_ Shelf Check: \_\_\_\_\_  
Date of Check and Item Shelf Status Date of Check and Item Shelf Status