



## Kingston Public Library Claims Returned Form

DATE: \_\_\_\_\_

Patron's name: \_\_\_\_\_ Patron's barcode: \_\_\_\_\_

Barcode of item(s) in question:

\_\_\_\_\_  
\_\_\_\_\_

Date items were due: \_\_\_\_\_ Date items were returned \_\_\_\_\_

How items were returned: ( ) outside bookdrop ( ) indoor bookdrop ( ) handed to staff

Check one:

( ) I am absolutely certain that I did not check out the following item(s) on my Kingston Public Library card, not did I lend someone else my card.

( ) I am absolutely certain that I have returned the following item(s) for which I am now being charged on my Kingston Public Library card. I have checked at home thoroughly and am sure that I did not lend my material(s) to anyone.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Staff initials: \_\_\_\_\_ Date searched: \_\_\_\_\_

Action taken by staff:

( ) Item found/ account cleared

( ) Item not found/ account cleared (one time)

( ) Item not found/ account charged for replacement