

Clinton-Macomb Public Library
Claims Returned Form

This form is used if you believe that you have returned an item, but the library's computer system indicates that it has not been checked in. Once you file this claim, the library will search for the item at all its locations for a period of six (6) months. If the claimed item is not found, the library will notify you. At that time you will be charged for the list price of the item and all fines associated with the item which will stop accruing on the date this form is received by the library. **Payment will be due within 10 days of notification. Refunds will not be issued. No replacement or substitute items will be accepted in accordance with library policy.**

Please note: RETURNED ITEMS STILL CARRY OVERDUE FINES.

Patron Name: _____

Library Card Number: _____

Item Title: _____

Call Number: _____

Item Barcode: _____

Patron Signature: _____

Date: _____ Staff Initials: _____ Owned by: CMM CMN CMS