

Uncle Remus Regional Library System
DAMAGED or LOST Material
 (Please Circle - One Title Per Form)



Date _____

Patron Information				
Library Card # _____		Phone # _____		
Name _____				
MAILING Address _____				
Street	City	State	Zip Code	

Item Information		<input type="checkbox"/> Book	<input type="checkbox"/> Audio	<input type="checkbox"/> Video
Title _____				
Amount of Overdue Fines \$ _____	[non-refundable] Lost Mat'l's Processing Fee \$ _____		Cost of Item \$ _____	
Paid with: <input type="checkbox"/> Cash		Total Amount Due \$ _____		
<input type="checkbox"/> Check/MO [# _____]		Amount Paid \$ _____		
<input type="checkbox"/> Credit/Debit [Batch/Aprvl # _____]				

NOTE: Per PINES policy, a refund can be made for undamaged materials (minus any overdue fines) returned to the library within six (6) months. **The Lost Materials Processing Fee is NOT refundable.** Please allow 45 days from date of return for issuance of your refund check. PINES Policy [1999.10]

Patron Signature _____

Staff Signature _____ Manager's Initials _____

Please give a COPY of the signed form to patron, along with receipt of payment

REFUND Request			Submit a copy of the PINES-generated refund receipt with this refund request		
Date _____	Refund (Cost of Item minus Overdue Fines) \$ _____	Initials _____			
<small>Per PINES Policy [2002.09]</small>					

Member Library Use

Barcode # _____ Library Collecting Payment _____

Author _____

Publication Date _____ ISBN # _____ Call # _____

Owning Library _____

Address (if outside URRLS) _____

If this is your item, do you prefer to replace this with the same title if possible? (Circle One) YES / NO Initials _____

Regional Office Use

Replaced with: Same Substitute _____ P.O. # _____