

LOST OR DAMAGED BOOK
(Circle one)

Date _____

Patron's Name _____

ID # _____

Phone/E-mail _____

Title _____

Author _____

Publisher & Date _____

Call Number _____

Barcode _____

Replacement Cost _____

Source (BIP, Amazon, etc) _____

_____ Patron purchased replacement - give both books to librarian, patron may have damaged book when processing is complete and book is stamped Withdrawn

_____ Patron paid BIP price - librarians decide whether to replace book

_____ Patron paid \$20 default - librarians decide whether to replace book

_____ Charge went to Bursar - librarians decide whether to replace book