

REPLACING DAMAGED OR LOST LIBRARY MATERIALS



If you have lost or damaged an item beyond use, we allow our patrons to bring us a replacement copy. Please note that these items should be **NEW and must be the same format as the original item** (you cannot replace a lost hardcover with a paperback edition of the same title). We will not accept used copies of materials. All replacements must be checked and approved by the librarian on duty before we will accept it/waive the charge on your account. If you would like to replace an item please return the new item along with this slip to the Reference Desk

PATRON NAME: _____ PHONE: _____

TITLE: _____

FORMAT (circle one): BOOK PAPERBACK BOOK ON CD MUSIC CD DVD

LIBRARIAN INITIAL WHEN ACCEPTED: _____ DATE _____

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