

## CLAIMS RETURN FORM

This form is for patrons who are claiming they have returned material(s) that are still showing up on their library account.

Please note that after you fill out this form, the CIMC will search for the item(s) for six weeks. During that time, we ask that you continue to search your home, office, car etc. for the item. Over 80% of the items are found by the patron. If, at the end of the six week period, the item has not been found or returned, the CIMC will decide whether or not to forgive or deny the claims return. This decision is largely based on the specificity of your explanation below.

### **Please fill in the following information:**

Date: \_\_\_\_\_ Name: \_\_\_\_\_

UW-Madison ID Number: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

### **Information on the item(s) that you are claiming to have returned:**

Item Title: \_\_\_\_\_

Author: \_\_\_\_\_

2<sup>nd</sup> Item Title: \_\_\_\_\_

Author: \_\_\_\_\_

### **Account / explanation of when or how you returned the item(s):**

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Thank You. You will be notified at the end of the six-week period.