

Claims Returned Form

UMBC

A N H O N O R S
U N I V E R S I T Y
I N M A R Y L A N D

Date _____

Patron Name _____

Patron ID/Barcode _____

Patron Signature _____

Staff Name _____

Albin O. Kuhn Library & Gallery
Circulation
UMBC
1000 Hilltop Circle
Baltimore, MD 21250

Phone: (410) 455-2354

Barcode	Title	Campus
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Claims Returned Policy

- 1) Items Claims Returned will be searched for a total of 4 times within a 40 day period. If the item is found in the library, the item will be discharged from the user's record and all fines will be waived.
- 2) The patron is encouraged to continue searching for the item while staff search for it in the library. If the patron finds the item and returns it to the library, he/she will be assessed any overdue fine that has accrued.
- 3) If the item cannot be found, the following policies will apply:
 - a) Item replacement charges transferred to the Bursar's office will not be rescinded or waived until the item is found by library staff or returned by the patron.
 - b) A patron may have ONE OCCASION with a maximum of 3 (three) items without assessment of charges. An item that is Claims Returned will be removed from the user's library record if charges have not been sent to the Bursar's office. After this one occasion of Claims Returned, OR IF THERE ARE MORE THAN 3 ITEMS BEING CLAIMS RETURNED (even on a first occasion), the user will be billed full lost book charges for any Claims Returned items not found in the Library after 4 searches. These charges include the replacement cost of the book and a \$35.00 processing fee.
- 4) The patron WILL be responsible for the overdue fines that have accrued if the item is found on the shelf and it is not stamped, sensitized, or returned in the system.
- 5) If the item is owned by another USM institution, UMBC will do a single search. The patron MUST contact the owning library. UMBC can take no action on fines or fees owed to another USM institution.