

## **Circulation Policy No. 11**

**Subject: CLAIMS RETURNED**

**Adopted by Board July 14, 1993**

**Revised February 9, 2005**

**Revised November 10, 2009**

### **Claims Returned**

When a patron claims an item has been returned, the item will be searched for at the Main Library, as well as the Branch. If the item is not located at either location the patron will be asked to search their home and contact the library with the result. If the item is still not located, it will be checked in from the patron record and no fines will accrue and no additional notices will be sent. The library will conduct searches for the item over a period of three months. If the item has not been located in that time, it will be removed from the public catalog; however, a record of it will remain on the patron's account.