

Materials Replacement Fund Claim Form

How to use this form: Use this form to request reimbursement for items that were lost after your library borrowed them through interlibrary loan (ILL) from another Kansas library. As you complete your claim, please note:

Borrowing libraries are responsible for submitting claims for lost ILL items. Please submit your claim within one year of the due date for each lost item. Please wait at least two months beyond the due date before filing a claim. Claims will be paid out for the actual replacement cost.

Your name

Library

Library address

Phone

Fax

E-mail (Required for notification of payment)

1: Describe the lost item

Author

Title

Publisher

Publication Date

Price

ISBN

Date due

Verified in

Return your completed claim to:

State Library of Kansas

Attn: Bonnie Keim

300 S.W. 10th Avenue, Room 343-N

Topeka, KS 66612-1593

Fax 785/368-7291

Questions? Call 800/432-3919 (toll free) or
785/291-3081

E-mail: bkeim@kslib.info

2: Tell us what happened

— Our library sent this item back to the lending library, but it was lost in the mail. We notified the Post Office, but they have not been able to retrieve this shipment.

— Our library borrowed this item through ILL for one of our clients. Our attempts to retrieve this item have been unsuccessful, and we've written it off as lost.

3: What's been done to retrieve the item?

<u>Action</u>	<u>Date</u>
— Notified borrower	
— Mailed second notice to borrower	
— Sent certified letter to borrower	

Use the back of this form for comments.

4: Where shall we send the check?

Lending library

Address

City

State

ZIP

Phone

Federal Employer Identification Number