

Claims Returned/Not Checked Out Form

If you find an item from ECTC Library was not properly checked in and remains on your account or if you have an item on your account you never checked out, please file a claim using this form.

We will check our collection once a week for four weeks for the missing item. You will be notified by the library director via email if the item is found, forgiven, or if further steps are needed to resolve the matter. Patron claimed-returned/not-checked-out materials will remain on your account throughout the search process and you will continue to receive overdue notices. Borrowing privileges will be restored during the search.

The library cannot guarantee that an item will be found, and cannot be held responsible for items returned to us via regular or inter-departmental mail systems.

After submitting your claim, we ask that you continue to search for the item(s) in your office, car, home, etc.

Please remember all fines and holds are removed once an item is returned.

Please contact Katie Meyer, Director of Library Services, cmeyer0015@kctcs.edu or 270-706-8443, should you require any further information.

Name: _____

E-Mail Address: _____

Phone: _____

Item Title: _____

Item Call Number: _____

Item Barcode: _____

Additional Information (when did you return item/where/etc.)

Item Title: _____

Item Call Number: _____

Item Barcode: _____

Additional Information (when did you return item/where/etc.)
