

Example of a form you might have for off site visits since you are unable to print off information of outstanding fines and/or delinquencies, record for them to take home.

Customer _____

has the following fines/delinquencies;

Amount of fines _____

Number of items overdue _____

Number of damages items _____

To find out more information on the above fines/delinquencies you may visit the LIBRARY NAME at LIBRARY ADDRESS. We are open Monday –Thursday HOURS, Friday HOURS, Saturday HOURS, SUNDAY –Closed / HOURS or any of our other Metropolitan Libraries.

EXAMPLE

Customer John Q Public

has the following fines/delinquencies;

Amount of fines \$ 3.50

Number of items overdue 2

Number of damages items 1

To find out more information on the above fines/delinquencies you may visit the Capitol Hill at 334 SW 26. We are open Monday –Thursday 9:00- 8:00, Friday 9:00-6:00, Saturday 9:00-5:00, SUNDAY –Closed or any of our other Metropolitan Libraries.