



## Missing Materials Notice

Dear Library Customer,

The item or items listed below were returned to one of our libraries with missing parts. Even though the item has been returned, other customers can no longer use it since part of it is missing. Please either return the missing part(s) to any library or contact the staff listed below to resolve this situation.

**Staff To Contact:** Greg Bennett 405-606-3854

\_\_\_\_\_ of the item you returned is missing. Your account will show the replacement cost of the item(s) until you return the missing part(s) or pay the replacement cost of \_\_\_\_\_. Depending on the cost of the item(s), you may not be able to use your account to check out materials or use our digital services. Please either return the missing part(s) to any library or contact the staff listed above to resolve this situation.

\_\_\_\_\_ of the item you returned is missing. Please either return the missing part(s) to any library or contact the staff above to resolve this situation.

Customer Name: \_\_\_\_\_  
In Care of: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Library Card Number: \_\_\_\_\_

Item 1			
Author		Condition	
Title			
Item Number			
Format		Date Returned	
Notes			
Item 2			
Author		Condition	
Title			
Item Number			
Format		Date Returned	
Notes			

# MISSING MATERIALS NOTICE



Customer Name: \_\_\_\_\_  
 In Care of: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Library Card Number: \_\_\_\_\_

Item 1			
Author			Condition
Title			
Item Number			
Format		Date Returned	
Notes			
Item 2			
Author			Condition
Title			
Item Number			
Format		Date Returned	
Notes			

Action	Staff Initials	Date
Called Customer		
Placed Note on Acct Title, Item #, Location, Date, Staff Initials		
Letter Mailed/emailed		
Added Manual Fine		

