# REIMBURSEMENT TO OTHER MORE LIBRARY

**FROM: *[YOUR LIBRARY NAME HERE]***

SENT TO (LIBRARY): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(ADDRESS)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Patron barcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Account number: .p\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reimbursement for: (circle one)

(a) Item (b) Item part (c) Collection Agency fee (d) Manual fee

*For (a) / (b) / (d):*

Item barcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Format: (circle one) Book DVD CD Audiobook LP Other:\_\_\_\_\_\_\_\_\_\_\_\_

Audience: (circle one) Juvenile YA Adult

**Reimbursement Amount: \_\_­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Staff Member Date

*[CUSTOMIZE THIS AREA WITH YOUR INDIVIDUAL LIBRARY PROCEDURE. A BASIC PROCEDURE IS INCLUDED HERE:]*

# REIMBURSEMENT TO OTHER MORE LIBRARY PROCEDURE

1. Payment options:
   1. When possible, suggest the customer pay online. If paid online, no further staff action is necessary
   2. If online payment is not possible, collect a check from customer payable to the owning library
   3. Collect cash if necessary
2. “Collect Money” in Sierra to mark item as paid
3. Fill out as much of this form as possible
4. Make copy of the form for your records
5. For cash payments, have library/municipality send a check for the reimbursement amount to the library address on the form. Do not send cash via courier
6. Make sure to include a copy of this form with the check