## 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. Claims cannot be made for damaged items. 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 (2) months beyond the due date before filing a claim. Claims will be paid out for the actual replacement cost. Please attach copy of lender invoice, Amazon.com printout, or other verification of replacement cost.

Your Name		
Your Library		
Library address		
Phone	Fax	
E-mail		
1: Describe the lost item		
Author		
Title		
Publisher	Pub, Date	
ISBN	Price	
Due date	Verified in	

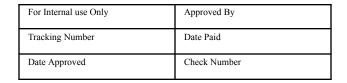
Return your completed claim to: Materials Replacement Fund

218 E. Madison Iola, KS 66749 Fax: 620-365-5137 Email: mrf@sekls.org

2: Tell us what happened

Questions? Call (800)279-3219/620-365-5136

Our library returned this item via (shipping method) but it was lost in transit. **		
Our library borrowed this item through ILL for one of our clients. Our attempts to retrieve this item have been unsuccessful, and we have written it off as lost.		
**If the item was returned by Kansas Library Express, contact Caroline Handwork at <a href="mailto:courier@nekls.org">courier@nekls.org</a>		
3: What's been done to retrieve the item?		
Action	<u>Date</u>	
Notified borrower		
Mailed second notice to borrower		
Sent certified letter to borrower		
Use the back of this form for comments.		
4: Lending Library Information		
Lending Library		
Address		
City State Zip Code	Phone	
Contact Name		



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