

HIGHLANDS REGIONAL LIBRARY COOPERATIVE

REQUEST FOR REIMBURSEMENT FOR MATERIAL LOST IN DELIVERY

(One item per form! Type or print the Library Name & Address and copy form.)

Reimbursement is made on a semi-annual basis from a budgeted amount of money for claims as listed below:

<u>Claim Period in which Material Lost</u>	<u>Claim Forms Due at Regional Office</u>	<u>Reimbursement Made</u>
October through March	July 15th	August
April through September	January 15th	February

Example: A book is sent/lost in the Regional Delivery Service in October. The Claim must be filed by the next July 15th. This is more than three months after the loss and within the six month claim period.

Today's Date _____ Date of Loss _____

Name of Library _____

U S Mail Address _____

City, State, Zip _____

Type of Material _____

Title _____

Author _____

Date our shelves were last checked _____ Date other library's shelves were last checked _____

Reimbursement will be made at a rate divided proportionally among all claims at standard item prices listed below. Please check the appropriate description:

Hard Cover	- Adult	\$20.00 _____
	- Juvenile	\$15.00 _____
Paperback	- Trade (Fodors, College Guides)	\$12.00 _____
	- Other	\$ 5.00 _____
Periodicals/Pamphlets/Government Documents		\$ 3.50 _____
Audiovisual	- Cassette	\$ 5.00 _____
	- CD	\$10.00 _____
	- DVD	\$25.00 _____
	- Video	\$25.00 _____
	- Mixed Media Kit	\$25.00 _____

CERTIFICATION OF LOSS IN DELIVERY – CLAIM MUST BE MADE BY OWNING LIBRARY

Signature _____ Print Name _____

Title of person completing this form _____

Make check payable to _____

Send forms to: **Highlands Regional Library Cooperative**
400 Morris Avenue, Suite 202
Denville NJ 07834