

Florida State University Libraries Lost Book Form

For Staff Use Only

F- _____

Stoplist date: _____

Replacement Cost _____

Bip List _____

Binding Fee: _____

Subtotal: _____

Fine: _____

Amount Owed: _____

Patron Information:

Social Security Number

Name (Last, First, Middle)

Patron Bar Code

Phone Numbers (Home and Work)

Item Information:

E-mail Address

Call Number

Book Bar Code Number

Book Title

Publisher/ Date of Publication

Due Date

Date Reported Lost

Comments:

Patron Signature: _____ Date

Received By: _____ Date

Stacks searched by: _____ Date