

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

You returned the following item to East Central Regional Library with missing parts.

The item: \_\_\_\_\_

Barcode: \_\_\_\_\_ was returned on \_\_\_\_/\_\_\_\_/\_\_\_\_

AV-set book

AV-set CD

Accompanying book(let)

Music CD disc # \_\_\_\_\_

Book on CD disc # \_\_\_\_\_

DVD disc # \_\_\_\_\_

Missing item from kit \_\_\_\_\_

If the above item is **NOT returned** to ECRL by \_\_\_\_\_, you will be **charged** the total cost of the item \$ \_\_\_\_\_ or \$3.00 if the missing item is an accompanying book(let).

Please return the item to any branch of ECRL so we may quickly re-shelve this item for the next library patron. Your money will **NOT** be refunded if the item is returned after the above date.

### Questions?

**Call East Central Regional Library at (763) 689-7390**

*\*If a replacement CD is available, the amount charged to your account will be adjusted once we have contacted the publisher and determined if a replacement is available.*

*June 2017*