

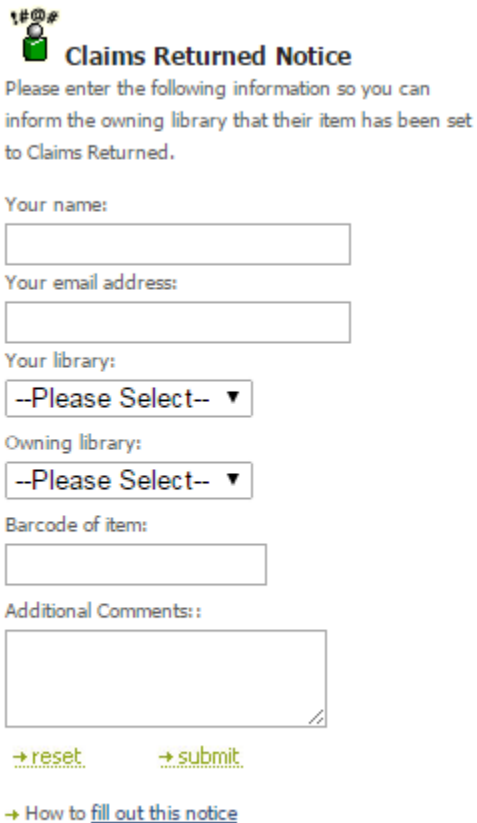
# Workflows Tip of the Week


## Module: Circulation Summary: Requesting permission from the owning library to set an item to Claims Returned

**Note:** This procedure is to be used if a patron claims a return on another library's material.

### Instructions:

1. Follow the procedures for setting an item to Claimed returned <http://sailsinc.org/Sirsi/TipClaimedReturned.pdf>
2. Fill out the form at: <http://sailsinc.org/forms/ClaimsReturned.asp> to request permission from the owning library to set the item to claims returned. This will automatically email a request to the owning library's circulation contact.



 **Claims Returned Notice**

Please enter the following information so you can inform the owning library that their item has been set to Claims Returned.

Your name:

Your email address:

Your library:

Owning library:

Barcode of item:

Additional Comments:

[→ reset](#)    [→ submit](#)

[→ How to fill out this notice](#)

3. The owning library then responds to the form stating either; set to claims returned or mark as lost.