

Book Group in a Bag Return Slip

Are all ten books and the notebook in the bag? YES or NO (circle one)

If the answer is **YES**,
Check-in the bag using Polaris
Staple the slip around the bag strap
Take the bag to Jennifer's desk

If the answer is **NO**,
What is today's date? _____
Will the remaining book(s) be returning soon? YES or NO
(Use comment space on the back if needed.)
Is the remaining book(s) lost or damaged? YES or NO
(If the answer is YES, see the back side of the slip)
Staple the slip around the bag strap
Take the bag to Jennifer's desk

Late and lost fee information are written on the back side.

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Late Fees: The late fee for Book Group in a Bag kits is one dollar per day late with a \$10 maximum fee. All ten books, notebook, and bag have to be returned on time in order to avoid a late charge. The late fee will appear once the bag is checked in.

Lost or Damaged Books: Books that are reported as lost or damaged will be assessed a replacement fee of \$15. The replacement fee for the entire kit is \$150. Replacement fees will posted to the customer's account by the Book Group in a Bag staff members. The borrower will be notified when the fee is placed on his/her account.

Comments: Write any comments about missing book(s) here—for example, it was accidentally returned to a book drop.

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