



### **Item lost at the borrowing library**

Contact the lender as soon as possible to inform them the item is lost.

You may ask the lending library to renew the item while the issue is being investigated; however, you must abide by the lending library's determination. If the lender generates an invoice, it must be paid promptly. Do not wait for payment from your patron to reimburse the lending library.

*Only the lending library* should update a request in WISCAT to "lost" status. When the lender confirms receipt of the item or payment of the invoice, they should update the request to "delete".