In the event that a patron claims to have returned materials which still show on his or her record, the patron will be responsible for locating and returning the materials. Patrons will be given 6 weeks or until the end of the semester (whichever is longer) to locate the materials and turn them in. The library will also conduct at least 10 searches in this time period. At that time, if the materials still have not been located, the patron will be billed the replacement cost plus a handling fee. A hold will be placed on the patron’s record until the replacement costs and fee are paid or the materials are found. The patron has the option of appealing the bill with the Circulation Services Coordinator, who is in charge of circulation services. The replacement cost will be refunded if the patron finds and returns the material within thirty days of paying for the material. The processing fee is non-refundable.