



Atla Reciprocal Borrowing Program  
Replacement Item Fund Request

About the Replacement Item Fund

- Atla funds and administers a \$5,000 annual lost item insurance fund for program participants.
- Libraries that have lent an item that has not been returned may request replacement funds at any time.
- Funds are disbursed twice a year, in January and June.
- The lending library sets the replacement cost.

Send the completed request form to [connect@atla.com](mailto:connect@atla.com).

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**Date of Request:**

**Replacement Cost** (in USD):

**Lending Library Information**

Institution Name:

Contact

Full Name:

Title:

Phone:

Email:

Mailing address where Atla should send payment:

**Home Library Information**

Institution Name:

Contact

Full Name:

Title:

Phone:

Email:



**Item Details**

Date Borrowed:

Title:

Author:

Publication Date:

ISBN:

Other information:

**Describe the efforts made by the lending and home libraries to attempt to retrieve this item.**