



**Detailed Questionnaire for Missing Articles**

Experience shows that any data in addition to basic information requested on the reverse side of this form aids in locating missing items.

<input type="checkbox"/> Books <input type="checkbox"/> Records <input type="checkbox"/> Film & Tapes	Please Indicate <input type="checkbox"/> New <input type="checkbox"/> Used
Full name of title and quantity missing	
Name of publisher or producer	Name of author or artist
For books (Please indicate) <input type="checkbox"/> Hard Cover <input type="checkbox"/> Soft Cover	Size (If relevant)
Other identifying features or notations:	

**General Merchandise (Including Clothing)**

Description of item(s) and quantity missing:	
Brand or make	Color
Model, Type and Serial Number	Size
Material	Please indicate <input type="checkbox"/> New <input type="checkbox"/> Used
Design or Style	
Indicate whether for man, woman, or child (If relevant)	
Other identifying features or notations:	