

# Guidelines for inspecting items

Before staff checks-in or checks-out items to patrons, they should get in the habit to look items over for any damage.

Books:

- Check front and back cover.
- Look at top and bottom of book for water damage, torn or marked edges.
- Fan through the book checking the binding and pages for damage or markings.

Audiobooks/CDs/DVDs:

- Inspect the case for damage or item notes about discs not playing properly.
- Open case and count the number of discs to ensure the correct number of discs and the correct discs are there.
- It is recommended the owning library put a label on the case that includes the total number of discs.

Other items:

- Kits, puzzles or other Library of Things should be inspected for general damage.
- It is recommended that the owning library provide a list of contents or total number of items.