

Damaged Item Form
Use removable tape

- Item has holds

Action Taken:

- Returned via courier without circulating to patron
- Checked out to patron

Damage Description. Add detail on back:

<input type="checkbox"/> Binding	<input type="checkbox"/> Cover
<input type="checkbox"/> Pen/pencil markings	<input type="checkbox"/> Liquid damage
<input type="checkbox"/> Stains	<input type="checkbox"/> Broken case
<input type="checkbox"/> Disc damage: #___	<input type="checkbox"/> Part missing: Specify on back
<input type="checkbox"/> Torn pages: pg(s)___	<input type="checkbox"/> Other: Specify on back

Barcode # _____

Title _____

Damage was noticed when:

- Incoming delivery or return
- Incoming from patron
 - Contact with patron

- Patron has been notified
- Patron has been billed

Damage noted:

At _____ library

by _____

Date: _____

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