

To (owning library): _____

To (owning library): _____

DAMAGED ITEM

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Damage Noted At: _____

Damage Noted At: _____

Item Status: _____

Item Status: _____

1. Transit Hold Damage

ATTENTION OWNING LIBRARY: this item was received in delivery for a hold with minor damage and will be checked out to the patron. THIS SHOULD STAY WITH ITEM. Please note this on your item for future checkout. Noted (date/initials): _____

1. Transit Hold Damage

ATTENTION OWNING LIBRARY: this item was received in delivery for a hold with minor damage and will be checked out to the patron. THIS SHOULD STAY WITH ITEM. Please note this on your item for future checkout. Noted (date/initials): _____

2. Billable Damage

This item was returned with obvious billable damage. The item has been: 1. checked in without filling further holds, 2. charge placed on patron record, 3. patron was notified via email/phone/in person, 4. message was placed on patron record. Item will be held at library for 60 days so patron may claim item when it is paid for in full. Use back to provide detailed info if necessary.

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Title: _____

Title: _____

Patron Name: _____

Patron Name: _____

By (initials) _____ on (date) _____

By (initials) _____ on (date) _____

Describe damage: _____

Describe damage: _____

3. Missing Pieces

Item returned with missing piece(s). Patron notified via phone/email/in person. Item being held at returned library. Message on patron record.

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Patron Name: _____

Patron Name: _____

By (initials) _____ on (date) _____

By (initials) _____ on (date) _____

Notes: _____

Notes: _____

4. Damage to be assessed by owning library: DO NOT CHECK IN

This item was returned by patron claiming they received it in the condition they are returning it, OR the damage is such that the owning library should determine its extent and charges. Patron is aware that item will NOT BE CHECKED IN but sent to owning library for quick assessment and charges can be placed on patron record if owning library deems so. Use back to provide more detail.

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Title: _____

Title: _____

Barcode: _____

Barcode: _____

Patron Name: _____

Patron Name: _____

Patron Barcode: _____

Patron Barcode: _____

Damage discovered at: _____

Damage discovered at: _____

By (initials) _____ on (date) _____

By (initials) _____ on (date) _____