

return to: \_\_\_\_\_

## Damaged Item / Missing Pieces

Item Title: \_\_\_\_\_

Item barcode: \_\_\_\_\_

Patron Name: \_\_\_\_\_

Card #: \_\_\_\_\_

Date Ret'd: \_\_\_\_\_

Checked in?  Yes  No

Message on patron acct?  Yes  No

Damage: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Staff Initials: \_\_\_\_\_

2 Letter Library Code: \_\_\_\_\_

Missing: Barcode Page Label Jacket  
Case CD sleeve Disc Insert  
Other \_\_\_\_\_

Damaged: Spine Marked Torn  
Moisture Dog Eared  
Stained  
Other \_\_\_\_\_

return to: \_\_\_\_\_

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Damage: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## LLC Procedures:

Step 1: Make sure the item is still checked out to the current patron

Step 2: Fill out the green form as completely as possible

Step 3: Add a message to the patron account

Step 4: Send back to the owning library (Additional comment can be placed below.)

## Internal Procedures:

## LLC Procedures:

Step 1: Make sure the item is still checked out to the current patron

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Step 4: Send back to the owning library (Additional comment can be placed below.)

## Internal Procedures:

## LLC Procedures:

Step 1: Make sure the item is still checked out to the current patron

Step 2: Fill out the green form as completely as possible

Step 3: Add a message to the patron account

Step 4: Send back to the owning library (Additional comment can be placed below.)

## Internal Procedures: