

return to: _____

Damaged Item / Missing Pieces

Item Title: _____

Item barcode: _____

Patron Record No: _____

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 _____

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Other _____

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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Internal Procedures:

LLC Procedures:

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Internal Procedures: