

To: _____ Library

(owning)

Damaged Item

Search the IFLS website for "Damaged Items"
or submit an IFLS Help Desk ticket with general questions

Remember:

- The owning library applies the bill
- If your library circulates a damaged item, the owning library may bill your library
- Contact the owning library's "damaged item contact" if you have questions. Search the IFLS website for "Circulation Information" to find contacts
- Put a dated message in the item record with a brief note about where/why you are sending

Item information

Title: _____

Barcode: _____

Damage noted at _____ Library

By (initials) _____ On (date) _____

This item arrived...

In courier with damage that may have occurred in transit. IFLS has been notified

In courier with damage not occurring in transit

As a return to our library with damage that is potentially chargeable:

Patron notified of potential charges

• Patron record number: .p _____

• Patron contacted on (date): _____

Patron wants to keep the item once paid

If charging, bill our library rather than the patron

As a return to our library with damage that is NOT chargeable

After circulating once per owning library (see attached)

Damage Description Add detail on reverse

- | | |
|--|--|
| <input type="checkbox"/> Binding | <input type="checkbox"/> Broken case |
| <input type="checkbox"/> Torn pages: pg. _____ | <input type="checkbox"/> Disc damage: # _____ |
| <input type="checkbox"/> Stains | <input type="checkbox"/> Part missing; specify → |
| <input type="checkbox"/> Liquid damage | <input type="checkbox"/> Cover |
| <input type="checkbox"/> Barcode won't scan | <input type="checkbox"/> Other; specify → |

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