memo

Date: November 10, 2021

To: [library name]

From: [Staff name, position]

RE: [Library name] item damaged

The attached [type of item] was returned to our library [NOTE DAMAGE].

The item cannot circulate in this condition. We did not add the charge to the patron record.

* If you wish to charge your patron, you can add the charge by marking the item lost in Sierra. **Once paid, the patron may have the item**.
* If your library chooses to pay the replacement, please send payment to [Library name] **ATTN: [staff name]**

[Title]

[barcode]

The replacement cost is: **$x.xx**

[Library name]

[Library mailing address]