Our Patron Damaged an Item Belonging to a Different Library

Item Barcode_____________________________________
Title_____________________________________________
Format___________________________________________
Patron Name/Barcode________________________________
Description of Damage_____________________________
Owning Library_____________________________________

Contact the owning library. They need to Mark Item Damaged to create a bill. Ask if we may keep the item to show to patron and give to them when they pay for it.

Date Owning Library was contacted_____________________
Will they Mark it Damaged?____________________________
May we keep it to show/give to patron?_________________
Billed Amount______________________________________
Date _____________________________________________
Staff Name/Branch__________________________________
Date Patron Notified________________________________
Hold for three months date__________________________

Our Patron Damaged an Item Belonging to a Different Library

Item Barcode_____________________________________
Title_____________________________________________
Format___________________________________________
Patron Name/Barcode________________________________
Description of Damage_____________________________
Owning Library_____________________________________

Contact the owning library. They need to Mark Item Damaged to create a bill. Ask if we may keep the item to show to patron and give to them when they pay for it.

Date Owning Library was contacted_____________________
Will they Mark it Damaged?____________________________
May we keep it to show/give to patron?_________________
Billed Amount______________________________________
Date _____________________________________________
Staff Name/Branch__________________________________
Date Patron Notified________________________________
Hold for three months date__________________________