## Our Patron Damaged an Item Belonging to a Different Library

## Our Patron Damaged an Item Belonging to a Different Library

Item Barcode	Item Barcode
Title	Title
Format	Format
Patron Name/Barcode	Patron Name/Barcode
Description of Damage	Description of Damage
Owning Library	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.	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	Date Owning Library was contacted
Will they Mark it Damaged?	Will they Mark it Damaged?
May we keep it to show/give to patron?	May we keep it to show/give to patron?
Billed Amount	Billed Amount
Date	Date
Staff Name/Branch	Staff Name/Branch
Date Patron Notified	Date Patron Notified
Hold for three months date	Hold for three months date