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_____