



Report of Damage or Missing Parts of Items Received in Delivery

Name of Owning Library: _____

Delivery code (include hub code): _____

Damaged Item

Item Barcode: _____

Last Patron (Name & Barcode): _____

Nature of Damage: _____

Incomplete Item (parts missing or falling out)

Item Barcode: _____

Last Patron (Name & Barcode): _____

Describe missing pieces: _____

Name of Reporting library: _____

Reporting Library's delivery code (include hub code): _____