



**Report of Damaged or Missing Parts
of Items Received in Delivery**

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of Items Received in Delivery**

Owning Library: _____

Owning Library: _____

Delivery code (include hub code): _____

Delivery code (include hub code): _____

Last Patron Name: _____

Last Patron Name: _____

Patron Barcode: _____

Patron Barcode: _____

Damaged Item

Damaged Item

Item Barcode: _____

Item Barcode: _____

Nature of Damage:

Nature of Damage:

Incomplete Item
(parts missing or falling out)

Incomplete Item
(parts missing or falling out)

Item Barcode: _____

Item Barcode: _____

Describe Missing Pieces:

Describe Missing Pieces:

Reporting Library: _____

Reporting Library: _____

Delivery code (include hub code): _____

Delivery code (include hub code): _____

