To:	Library	To:	Library
(ow	ning)	(0	owning)
Damaged Item: DO NOT CHECK IN!		Damaged Item: DO NOT CHECK IN!	
See <a href="https://www.iflsweb.org/more/damageditems">https://www.iflsweb.org/more/damageditems</a>		See <a href="https://www.iflsweb.org/more/damageditems">https://www.iflsweb.org/more/damageditems</a>	
or submit an IFLS Help Des	k ticket with general questions	or submit an IFLS Help D	esk ticket with general questions
Remember:		Remember:	
Do not bill for the item. The owning library applies the bill		Do not bill for the item. The owning library applies the bill	
<ul> <li>If your library fills a hold with a damaged item, the owning library may bill your library</li> </ul>		<ul> <li>If your library fills a hold with a damaged item, the owning library may bill your library</li> </ul>	
Contact the library's "damaged item contact" if you have			y naged item contact" if you have
questions for the owning library		questions for the owning library	
Put a dated message in the item record with a brief note about		Put a dated message in the item record with a brief note about	
where/why you are sending  1. Item information:		where/why you are sending  1. Item information:	
Title:		Title:	
Barcode:		Barcode:	
Damage noted atLibrary		Damage noted atLibrary	
By (initials) On (date)		By (initials) On (date)	
by (illicials) Off (	(date)	by (micials) Of	(uate)
2. Choose one of the fol	lowing:	2. Choose one of the f	following:
Item arrived in courier with damage not previously		Item arrived in courier with damage not previously	
noted by owning library		noted by owning library	
DO NOT circ the item to your patron  Substitute To Italia Deal tidate invested in the information		DO NOT circ the item to your patron  Submit an IELS Help Deak tigket immediately if your	
<ul> <li>Submit an IFLS Help Desk ticket immediately if you suspect the courier damaged it (ex. arrives wet)</li> </ul>		<ul> <li>Submit an IFLS Help Desk ticket immediately if you suspect the courier damaged it (ex. arrives wet)</li> </ul>	
Otherwise, complete and attach this form, check in, and do		Otherwise, complete and attach this form, check in, and do	
not fulfill hold to put item in transit to owning library		not fulfill hold to put item in transit to owning library	
• Transfer or cancel your	patron's hold as appropriate	Transfer or cancel you	ur patron's hold as appropriate
Note: If your item was return	ned in courier with damage	Note: If your item was retu	urned in courier with damage
<ul> <li>Submit an IFLS Help Desk ticket if you suspect courier</li> </ul>		<ul> <li>Submit an IFLS Help Desk ticket if you suspect courier</li> </ul>	
damage		damage	
<ul> <li>If not, contact the borrowing library if you wish to bill for the damage</li> </ul>		<ul> <li>If not, contact the borrowing library if you wish to bill for the damage</li> </ul>	
Damaged item was returned to our library and the		Damaged item was returned to our library and the	
patron has been notif	<u>1ea</u>	patron has been no	<u>DTITIED</u>
Patron record number: .p		Patron record number: .p	
Patron contacted on (date):		Patron contacted on (date):	
Check here if your library should be billed		Check here if your library should be billed	
rather than your patron		rather than your patron	
Item was returned to	our library with damage that	Item was returned t	o our library with damage that
appears to be normal wear-and-tear (ex. torn page,		appears to be normal wear-and-tear (ex. torn page,	
binding issue)		binding issue)	
Check item in, do not fulfill hold if applicable  Sand holds to the applicability of the domas as an holds.		Check item in, do not fulfill hold if applicable  Sond hook to the owning library so the damage can be	
<ul> <li>Send back to the owning library so the damage can be noted and/or repaired</li> </ul>		<ul> <li>Send back to the owning library so the damage can be noted and/or repaired</li> </ul>	
Note: The owning library may still decide the damage		Note: The owning library may still decide the damage	
warrants a bill		warrants a bill	
3. Damage Description.	Add detail on reverse:	3. Damage Description	n. Add detail on reverse:
□ Binding	□ Broken case	□ Binding	□ Broken case
□ Torn pages: pg		•	
□ Stains	□ Part missing; specify →	□ Stains	□ Part missing; specify
□ Liquid damage	□ Cover	□ Liquid damage	□ Cover
	□ Other; specify →		□ Other; specify →