**DAMAGED**

**ITEM**

This item was received  
 in poor condition -

❒ from a patron

❒ in our book drop

❒ transit delivery

*Description of damages:*

Received:

(Date)

(Initials)

***Add your***

***Library Name***

**DAMAGED**

**ITEM**

This item was received  
 in poor condition -

❒ from a patron

❒ in our book drop

❒ transit delivery

*Description of damages:*

Received:

(Date)

(Initials)

***Add your***

***Library Name***

**DAMAGED**

**ITEM**

This item was received  
 in poor condition -

❒ from a patron

❒ in our book drop

❒ transit delivery

*Description of damages:*

Received:

(Date)

(Initials)

***Add your***

***Library Name***

**DAMAGED**

**ITEM**

This item was received  
 in poor condition -

❒ from a patron

❒ in our book drop

❒ transit delivery

*Description of damages:*

Received:

(Date)

(Initials)

***Add your***

***Library Name***