

**Assess for Damage / Previous Damage Form**  
(send to owning library of item, with item) (copy on yellow if possible)

**DATE:** \_\_\_\_\_

**Library reporting damage:** \_\_\_\_\_

**The following patron returned this item:**

Patron Name: \_\_\_\_\_

Patron Barcode: \_\_\_\_\_

Item Title: \_\_\_\_\_

Item Barcode: \_\_\_\_\_

Item Call Number: \_\_\_\_\_

Owning Library: \_\_\_\_\_

Owning Library Routing Code: \_\_\_\_\_

**If you would like us to bill the patron for the damage, please contact:**

Staff Member: \_\_\_\_\_

Library: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Check one:**

☐ **with** the following questionable damage (leave checked out to patron):

\_\_\_\_\_  
\_\_\_\_\_

☐ **indicating** that the item had previous damage (check out to owning library's damaged patron account, ex. DKDAMAGED). Description of damage:

\_\_\_\_\_  
\_\_\_\_\_

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