**PROBLEM ITEM**

**\*Do Not Check Item In\***

Last Patron Information

Patron ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Item Information

Item ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Item returned \_\_\_\_\_\_\_\_\_\_\_(date)

Via: \_\_\_ Bookdrop

\_\_\_ Circ Desk

\_\_\_ Delivery Bins

Problem:

\_\_ Needs Repair/skips | Disc # \_\_\_

\_\_ Missing piece:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

From \*\*your\*\* Library

Staff Initials\_\_\_\_\_\_\_\_\_\_\_

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\_\_Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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