

Date: _____

Damaged/Missing/Mislink Slip

___ **Item is Damaged** (Indicate how it is damaged in the Note field.)

___ **Item is Missing a piece** (Indicate what piece is missing in the Note field.)

___ **Item is Mislinked** (Indicate how item is mislinked in the Note field.)

Mislink form submitted to help desk by _____ Library _____

NOTE: _____

Discharging Library: _____ **Staff member** _____

Date: _____

Damaged/Missing/Mislink Slip

___ **Item is Damaged** (Indicate how it is damaged in the Note field.)

___ **Item is Missing a piece** (Indicate what piece is missing in the Note field.)

___ **Item is Mislinked** (Indicate how item is mislinked in the Note field.)

Mislink form submitted to help desk by _____ Library _____

NOTE: _____

Discharging Library: _____ **Staff member** _____

Date: _____

Item already damaged when received in _____ for our patron

___ **Item is Damaged** (Indicate how it is damaged in the Note field.)

___ **Item is Missing a piece** (Indicate what piece is missing in the Note field.)

___ **Item is Mislinked** (Indicate how item is mislinked in the Note field.)

Mislink form submitted to help desk by _____ Library _____

NOTE: _____

Library use only:
Please do not remove.