

**Damaged/Missing
Parts Workslip**
(place in book or tape to item)

Title:

Return Date:

Borrower (if known)

Type of damage: (check below)

- Torn pages
- Cracked binding
- Loose pages
- Torn cover
- Water damage
- Missing parts:

- Other

**If damaged beyond repair, see
other side.**

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Horizon Procedure for items damaged beyond repair:

1. Keep the item checked out to the patron. If it was checked in by mistake, find the last patron and recheck it out. (To find the last patron, search the item with F2, click on Show Copies, make sure the correct item is highlighted, click on Detail Status, then page down to see the prior circ information.)
2. Call up the patron in checkout. Click on All Items Out. Highlight the item.
3. Click on the CKO menu at the top of the screen, then click on Lost. Click on OK, then click on Continue.
4. With the patron still in the window, add a note block to the patron's record to explain the damage: Click on Blocks at the top of the screen, then click on Add Note.
5. Choose Note (Comment), and type a note describing the damage.

You will need to either check the item in, accept payment from the patron or waive the fine before the item can be deleted. DO NOT delete the item if you have any intention of recovering the cost.

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