

**MISSING or DAMAGED COMPONENT FORM**

To: Owning Agency\_\_\_\_\_

From: Library where Item was returned\_\_\_\_\_

Missing/Broken\_\_\_\_\_ (Describe what is missing/broken-Include tape and disk numbers)

Patron is \_\_\_\_\_(name)\_\_\_\_\_ (barcode)\_\_\_\_\_ (Phone)

LPatron is \_\_\_\_\_(name)\_\_\_\_\_ (barcode)\_\_\_\_\_ (Phone)

1st Contact \_\_\_\_\_ Left Msg. \_Spoke to Patron \_Left Msg. w/\_\_\_\_\_ (date/time)

2nd Contact \_\_\_\_\_ Left Msg. \_Spoke to Patron \_Left Mmsg. w/\_\_\_\_\_ (date/time)

Comments\_\_\_\_\_

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Comments\_\_\_\_\_