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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