

## Procedure

### Bernardsville Public Library **Damaged Materials Processing**

*September 5, 2003*

When you find a damaged item in the Library or if a patron returns a damaged item:

1. Change the item status to "In-Repair" in the Circulation System item record
2. Affix a dated note to the item marked "Damaged"
3. Place Adult items on the cart marked "Attn: T.S." in Technical Services; place Children's items in area marked "Children's" in Technical Services.

When in doubt, forward the item to the Technical Services Librarian with a note that you have done nothing to process the damaged item.