

VCat Recommendation - Marking Damaged Items that Circulate

Marking Damaged Items that Circulate		
Type	Where to Note	What to Note
Paged Item (Book / Magazine)	<ul style="list-style-type: none"> • Inside back cover* • Use blank label sticker if visibility issue 	<ul style="list-style-type: none"> • Brief description • Date • Initials EX: crayon inside front cover and title page 9/2019 km/ge
Cased Item (DVD/CD/Audio)	Internal Note in Item Record	EX: cover edges warped 9/2019 km/ge
Items Unique to Library (Art, Kits, Etc.)		*Owning library marks damage on items