

V-Cat 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
Cased Item (DVD/CD/Audio)	<ul style="list-style-type: none"> • Inside case where visible, if possible • Use blank label sticker 	EX: crayon inside front cover and title page 9/2010 km/ge EX: cover edges warped 9/2019 km/ge
Items Unique to Library (Art, Kits, Etc.)	<ul style="list-style-type: none"> • where visible, if possible • Use blank label sticker if visibility issue 	*Owning library marks damage on items