



## V-Cat Recommendation – Marking Damaged Items that Circulate

Marking Damaged Items that Circulate*		
Type	Where to Note*	What to Note
<b>Paged Item</b> (Book/Magazine)	<ul style="list-style-type: none"> <li>• Inside back cover</li> <li>• Use blank label sticker if visibility issue</li> </ul>	<ul style="list-style-type: none"> <li>• Brief description</li> <li>• Date</li> <li>• Personal Initials/ Library Initials</li> </ul> Example: crayon inside front cover and title page 9/1/2010 km/ge  Example: cover edges warped 9/1/2019 km/ge
<b>Cased Item</b> (DVD/CD/Audio)	<ul style="list-style-type: none"> <li>• Inside case where visible, if possible</li> <li>• Use blank label sticker</li> </ul>	
<b>Items Unique to Library</b> (Art, Kits, Etc.)	<ul style="list-style-type: none"> <li>• where visible, if possible</li> <li>• Use blank label sticker if visibility issue</li> </ul>	

\*Owning library marks damage on items

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