

Appendix A
TRAC Operational Guidelines for Member Libraries

Damage Noted to Item

(Do **NOT** tape notice to item. Tuck it in the item or use a paperclip.)

When received at _____

Date _____ **Initials** _____

- Barcode / Spine label
- Broken Spine
- Case damaged
- Case missing
- Contents damaged
- Contents missing
- Cover
- Loose pages
- Mismatched materials
- Needs cleaning
- Pages cut / missing
- Pages stained
- Torn
- Wet / water damage
- Writing / scribble
- Other _____

Owning Library _____

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