

AV PROBLEM REPORT

Who found problem? Patron Circulation

Date returned: _____ Staff initials: _____

Discharged? YES NO

Problem: **Missing:** Cassette #_____, CD #_____, DVD _____
Wrong item in box, Broken, Sound bad, Picture bad

Other: _____

Barcode #: _____

Title: _____

Current User Name & Phone # _____

Previous User Name & Phone # _____

Replacement Price \$_____ + \$10.00 Processing Fee

Patron notified of missing items? (Date, Time, Status, Initials)

1. _____

2. _____

3. _____

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