

ROUTE TO  
BOOK REPAIR

# DAMAGED!

**From:** PLEASE INITIAL EVERY SLIP

**Date:**

**After Repair**  
**Route To:**

**Please Check**  
**All That Apply:**

\_\_\_\_\_ **Errata**

Catalog – send to Lettering – it will then be routed to Circulation – Book Repair – Stacks

\_\_\_\_\_ **Uncut Pages**

Put on Book Repair truck (located by the Storage Closet) – goes to Circulation – Book Repair - back to Cataloging

\_\_\_\_\_ **Loose Pages** (in a regular bound book)

Catalog – send to Lettering – it will then be routed to Circulation – Book Repair – Stacks

\_\_\_\_\_ **Torn Pages #** \_\_\_\_\_

**Defective:** return to Acquisitions as soon as possible (can be returned to vendor within 30 days)

**Accidental tear (all parts present):** Catalog – send to Lettering – it will then be routed to Circulation – Book Repair – Stacks

\_\_\_\_\_ **Graffiti**

Include [damaged note](#) in record – send to Lettering – it will then be routed to Circulation – Stacks

\_\_\_\_\_ **Moisture Damage**

**If new and defective:** return to Acquisitions as soon as possible (can be returned to vendor within 30 days)

**Older gift item:** include [damaged note](#) in record – send to Lettering – it will then be routed to Circulation – Stacks

\_\_\_\_\_ **Flapping Spine**

Put on Book Repair truck (located by the Storage Closet) – goes to Circulation – Book Repair –  
back to Cataloging

\_\_\_\_\_ **Loose Cover**

Put on Book Repair truck (located by the Storage Closet) – goes to Circulation – Book Repair –  
back to Cataloging

\_\_\_\_\_ **Pamphlet Bind**

**If cataloged** with barcode on the outside of the back cover: put on Lettering Supervisor's desk

**If not cataloged:** put on Book Repair truck (located by the Storage Closet) – goes to Circulation  
– Book Repair – back to Cataloging

\_\_\_\_\_ **Pocket / Box**

Put on Book Repair truck (located by the Storage Closet) – goes to Circulation – Book Repair –  
back to Cataloging

\_\_\_\_\_ **Other (specify)**

Example: Page trim  
Catalog – send to Lettering – it will then be routed to Circulation – Book Repair –  
Stacks