

Collection Management Department  
Problem Report Form

Please include this slip and route to the appropriate person when a problem is identified.

Lost & Withdrawn – Primary Contact - Adam

\_\_\_\_\_ Lost items paid for by Patron – Adam

\_\_\_\_\_ Lost items to be reinstated – Adam

\_\_\_\_\_ Items to be Withdrawn – Adam

Repair, Processing & Binding – Primary Contact - Heather

\_\_\_\_\_ Damaged Book – Heather

\_\_\_\_\_ Missing labels – Heather

\_\_\_\_\_ Bindery – Laura

\_\_\_\_\_ Rush Processing – Adam (A-V) or Heather (Books)

\_\_\_\_\_ Other - Heather

Ordering & Gifts – Primary Contact - Heidi

\_\_\_\_\_ New orders – Heidi

\_\_\_\_\_ Gift materials – Heidi

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Problems without a Physical item

Some problems do not involve a physical piece. Contact the following staff through e-mail or phone to report problems in these areas:

>OPAC and Cataloging problems including: a Location without a circulation policy, Records without an item status, Mistakes in bibliographic records – Contact Adam

>Periodical problems including Problems with periodical holdings, binding , or shelving – Contact Laura

>Voyager problems including Voyager is not available, Voyager needs to be loaded on a computer, Voyager reporting – Contact Cathy

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Message

Please include a message describing the problem as well as initials so that we can follow up with you if we have questions.

Initials \_\_\_\_\_ Date \_\_\_\_\_

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