

**LARS  
Item**

Owning Library \_\_\_\_\_  
From \_\_\_\_\_  
Date \_\_\_\_\_  
Staff Initials \_\_\_\_\_

**NOTES**

- Missing Parts
- Damages
- Needs Repair
- Item Not on Computer
- Steps Taken
- \_\_\_\_\_ Notified Patron
- \_\_\_\_\_ Note In Record
- Other

Not CK'D In \_\_\_\_\_  
CK'D In \_\_\_\_\_

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