

# Problem Form

Date item returned \_\_\_\_\_

Patron name: \_\_\_\_\_

Patron barcode: \_\_\_\_\_

Phone number: \_\_\_\_\_

Item barcode: \_\_\_\_\_

Problem: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Branch: \_\_\_\_\_ Staff initials: \_\_\_\_\_

Date patron called: \_\_\_\_\_

Date letter sent: \_\_\_\_\_

Special message added: Yes \_\_\_\_\_ No \_\_\_\_\_

Item ret'd & special message deleted: Yes \_\_\_\_\_ No \_\_\_\_\_

**Must be ret'd by (2 wks from today's date):**

\_\_\_\_\_

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