



Permissions have been given to each library so that you can add damaged notes to the item records of other libraries.

This permission is to be used when you receive an item in a damaged condition, BEFORE you either check it out to the patron, OR decide that the item should be returned to the owning library.

To place a damaged note, go into the item record: Polaris>Cataloging>Item Records:

- When in the item record, go to the Notes and Notices view
 - Under the Blocks section, in the FREE TEXT field, politely describe the damage.
 - **INCLUDE your library's national code**, so that the owning library knows who placed the block.
 - Remember to save the item record once you've added the note.
 - Do **NOT** delete notes that other libraries have placed; only the Owning library should delete notes from its item record when deemed appropriate.

DO NOT use any of the Notes boxes, as none of these will pop up when the item is scanned. Using the FREE TEXT field will ensure that the note pops up whenever the item is scanned.

You do not have to attach the paper "Damage Note" to the item anymore, if you are adding the damaged note directly to the item record.

PLEASE NOTE: this new procedure is not enough when your patron has damaged an item belonging to another library. You should contact the owning library in these cases and make amends as usual.