**Condition/Damage Report--Forever Free Tour** (This form is also in the online site support notebook at www.ala.org/publicprograms/)

**NOTE:** LIBRARIES ARE REQUIRED TO COMPLETE AND RETURN THE CONDITION REPORT FORM TO ALA WITHIN 48 HOURS AFTER UNPACKING THE EXHIBIT--We must have a condition/damage report form on file for each library.

Library: _______________________________  City/State: _______________________________
Contact: _______________________________  E-mail: _______________________________

1. Please check the condition of all materials as you unpack crates.

2. If you observe damage that prevents display of the exhibit and/or requires a panel replacement, **immediately call** Sofiana Peterson at 1-800-545-2433, ext. 5045.

3. Otherwise, **complete this form within 48 hours** and fax or e-mail to the address below.

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Panel No.</th>
<th>Needs Repair</th>
<th>Needs Replace</th>
<th>Damage on arrival</th>
<th>Damage at library</th>
</tr>
</thead>
</table>

**Shipping Cases/Exterior**
- Cases – cracked / dented
- Handles – missing / damaged
- Straps & Clips – missing / damaged
- Wheels – attachment / condition
- Other (describe)

**Shipping Cases/Interior**
- Cardboard inserts – missing / damaged
- Packing trays – missing / damaged
- Straps & clips – missing / damaged
- Other (describe)

**Metal Frame Units**
- Surface – cut / dented, etc.
- Hinges – missing / damaged
- Leveling feet – missing / damaged
- Other (describe)

**Graphic Panels**
- Surface – cut / dented
- Print – detached from backing
- Other (describe)

*Please fax or e-mail this form within 48 hours of unpacking the exhibit to:* Administrative Asst/Registrar, Fax: 312-280-5759; E-mail: publicprograms@ala.org