

Damage Report Form

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 replacement of a panel, **immediately call** the Public Programs Office at 1-800-545-2433, ext. 5045.
3. Otherwise, please **complete this form within 48 hours** of receiving the exhibit and fax or e-mail to the address below. We must have a damage report form on file from each library.

Please include the following information:

<u>Unit No.</u>	<u>Panel No.</u>	<u>Needs Repair</u>	<u>Needs Replace</u>	<u>Damage on arrival</u>	<u>Damage at library</u>
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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 exhibit opening to:

Public Programs Office
American Library Association
Phone: 312-280-5045
Fax: 312-944-2404
E-mail: publicprograms@ala.org