

Exhibit Condition/Damage Report—“Visions of the Universe”

Library: _____ City/State: _____

Contact: _____ E-mail: _____

1. Please check the condition of all materials as you unpack the boxes.
2. If you observe damage that prevents display of the exhibit and/or requires a panel or panel base replacement, **immediately call** Sofiana Peterson at 1-800-545-2433, ext. 5045. Please take pictures and e-mail them to speterson@ala.org.
3. Otherwise, **complete this form within 48 hours** and fax or e-mail to the address below. We must have a damage report form on file from each library.

Graphic Panels (Please indicate the title of the panel(s) in question and e-mail photos)

Title of Panel(s) damaged:

Describe damage:

When did you observe this damage?

Triangular Bases for Panels

Number of bases damaged:

Describe damage:

When did you observe the damage?

Shipping Boxes

Is the damage to a panel shipping box or a base shipping box?

Describe damage:

When did you observe the damage?

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