

Damaged Materials

If items are damaged during shipment on Kansas Library Express Courier, please complete this form. Send it to Caroline Handwork at courier@neklis.org, 785-838-3989 (fax), or by courier (use our courier label) or by mail to Northeast Kansas Library System, 4317 W. 6th St., Lawrence, KS 66049.

Date of report: _____ Date of shipment: _____

Lending library: _____

Address: _____

Borrowing library: _____

Address: _____

Item was in transit to: _____

Description of item: _____

Replacement cost: _____

Library Staff: _____

(Name)

Email address: _____

Phone: _____

Complete details of shipment:

Library sending item: _____

Describe damage: _____

Describe condition of shipping container: _____

Type of shipping container (box, nylon bag, tub): _____

Date damaged item received: _____