

Guidelines

Reviewed by:

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1st March 2026

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1st March 2026

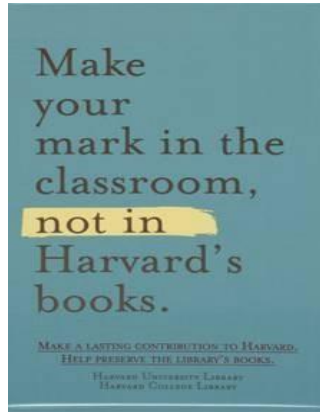
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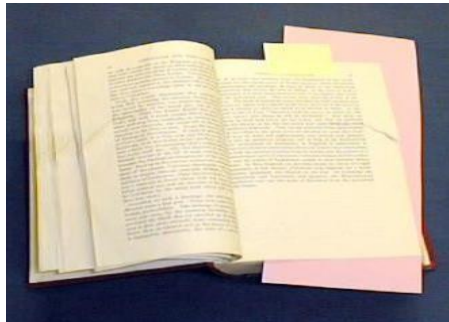
These guidelines cover any material that the library check-out to the user.

1.0 Minor Damage

1.1 Minimal Scribble or Highlight on Pages



1.2 Occasional Text Book Pages



1.3 Torn Book Cover and Pages from Book Spine



1.4 Minimal Barcode Damage

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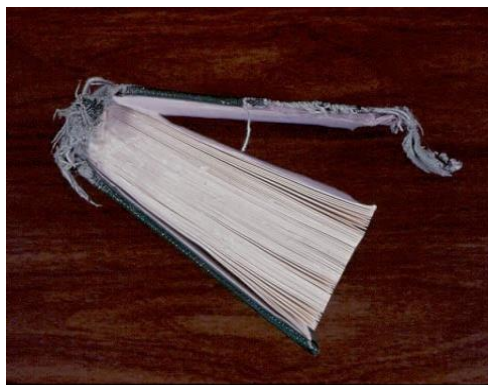
1.5 Minimal Defect of Call Number



1.6 Duplicate Barcode

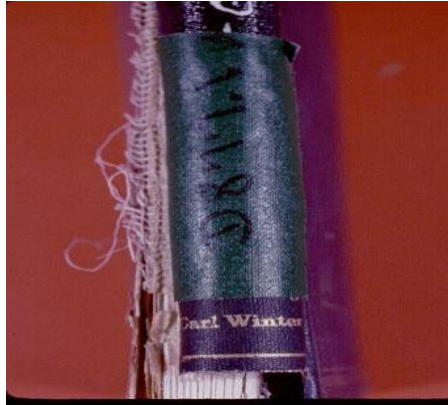
2.0 Major Damage

2.1 Loose or torn covers



2.2 The spine is torn or broken

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2.3 Items are broken at the hinge where the cover folds back

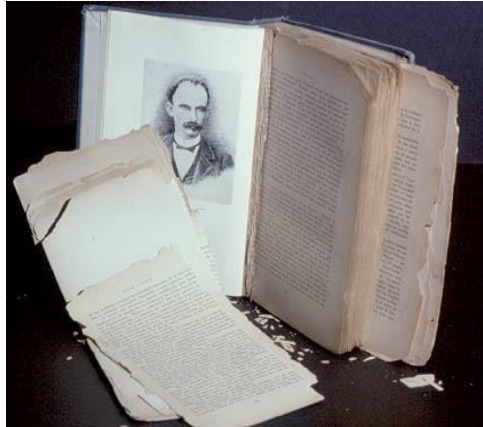


2.4 Pages are loose, torn or missing



2.5 Books with Brittle Papers

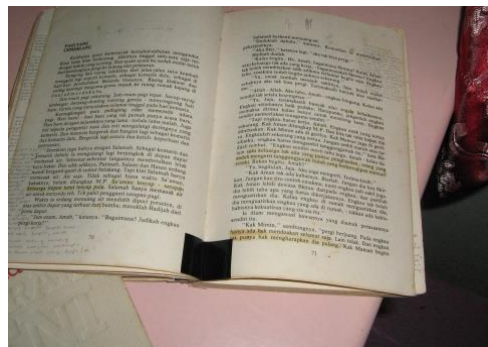
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2.6 Damaged pamphlet bindings ("gaylords")



2.7 Severe Scribble on Book Pages



2.8 Severe Barcode Damaged

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- 2.9 Damaged items (Major Repair), the Library Assistant (LA) or other Designated Officer (DO) shall fill-up the **FRM-IS-SB-04 Damaged and Repairing Library Material Form** and submit to the Technical Services Division for further action.

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