

## LORI Network Delivery Damages Claims Form

TO: LORI Delivery, DSL  
FROM:  
DELIVERY CODE:

FAX: 401-574-9320  
LIBRARY:  
DATE:

List of the damaged items: (Titles, formats, and owning libraries)

Date the items arrived at the reporting library:

Description of the damage:

To the best of your ability, please provide evidence/proof of vendor negligence:

**\*\*** If the damaged item is still usable, you may proceed to circulate the item to patron. If you circulate the item, you cannot request reimbursement for that item.

Gather and submit to OLIS the replacement cost for each item listed on the damaged claim form.  
For damage claims procedures and information see <http://www.olis.ri.gov/network/delivery/claims.php>