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### **Template 3: Book repair booklet**

**BOOK REPAIR BOOKLET**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Titles** | **Barcode** | **Damage/Repair status** | **Staff’s signatures with full names and dates** | **Notes** |
|  |  |  |  | Damage detector/repair staff:  Handing over staff:  Receiver: |  |
|  |  |  |  | Damage detector/repair staff:  Handing over staff:  Receiver: |  |
|  |  |  |  | Damage detector/repair staff:  Handing over staff:  Receiver: |  |