

Cobalt Parcel Puppet Depot

Loan desk and repair routing sheet

Loan desk intake

The Cobalt Parcel Puppet Depot lends fictional stage puppets to a neighbourhood storytelling group. A loan ticket records a puppet case and the borrowers collecting it. A repair note travels separately from the loan ticket.

01 Pickup window

Puppet case pickups begin at 13:15. The desk first checks the ticket number and then brings the case from the holding room.

02 Case limit

A loan ticket covers 2 puppet cases. A borrower who brings a helper still uses the same ticket and case limit.

03 Borrower mark

The desk marks collected tickets with a violet wheel stamp. The stamp indicates collection and is not a repair clearance.

04 Repair trigger

A puppet with a split wrist seam is sent to the orange bench. The desk makes a repair note before removing its case from circulation.

05 Case description

Borrowers describe a missing item using the case's printed list. They do not substitute a similar item from another case without a new desk entry.

06 Loan distinction

The holding room keeps ready cases separate from repair cases. A case waiting for repair cannot be promised for an afternoon pickup.

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Repair routing and packing

The repair routing sheet identifies the bench and the person who signs the returned puppet into circulation. Repairs are recorded as observed work. The sheet does not turn a desk stamp into proof that a seam has been checked.

01 Repair signoff

Noel Voss signs a repaired puppet back into circulation. The signoff is entered after the puppet has returned from the orange bench.

02 Packing layer

Ready cases are lined with green felt. The lining belongs to the case and remains in place when the puppet is lifted out.

03 Ticket series

The current loan ticket series is CP-43. Staff copy the full series and number onto the case's return slip.

04 Bench practice

The orange bench receives split wrist seams. Loose buttons use a separate repair note and do not automatically receive the wrist-seam routing.

05 Return list

Staff compare the returned case with its printed list. A pencil tick on the return slip marks an item checked, while a written note describes any observed gap.

06 Ready-state boundary

A signed repair record is filed with the desk. Borrowers receive the case and its item list, while the depot retains the bench notes.

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Return slips and archive

The depot closes a loan when the case, item list and return slip have been checked together. A loan with an observed gap remains in the pending bundle. Pending and closed bundles use different positions in the desk archive.

01 Archive position

Closed return slips go into box C9. The box holds paper slips and is not used for puppet parts.

02 Slip retention

A closed return slip is kept for 41 days. Staff count that interval from the closing entry on the slip.

03 Unspecified figure

The depot has not recorded the annual cost of replacing felt linings. No annual lining budget is supplied in this sheet.

04 Pending bundle

The desk clips pending slips to the case list. The original ticket remains attached so that a later check can identify the same loan.

05 Archive order

Box entries are ordered by loan closing date. Repair signoffs remain in their own file even when the repair preceded the loan being archived.

06 Public scope

This sheet governs the depot's stage-object loans. It contains no performance schedule and does not identify any puppet as a historical or museum object.