

PEASE PUBLIC LIBRARY

DVD CLEANING POLICY

The Pease Public Library offers disc cleaning for members of the community. The library makes no guarantee of successful repair and is not liable for replacement if the disc is damaged or destroyed in the process of cleaning or repair.

Be aware that some deeper scratches actually remove data from the disc and cannot be repaired. We can give a visual assessment as to whether or not the surface is repairable.

The Library charges \$2 per disc to offset the costs for staff time, disc cleaning supplies and machine upkeep. Cleaning charges to be paid a time of drop off. No refunds will be issued if disc repair is unsuccessful.

Discs shall be left at the library for cleaning or repair and shall be ready for pick-up one week after drop-off unless otherwise noted. There is a limit of five discs per cleaning/repair request.

- Discs that can be cleaned include DVDs, BOCDs, BLU-RAY, music CDs and video game CDs.

| Number of Discs | Title |
|--------------------|-------|
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|------------------------|
| Name: |
| Library Patron |
| Barcode: |
| Telephone or email: |
| Signature: |
| Date: |

Adopted by the Board of Trustees July 17, 2014