

# Camden-Jackson Township Public Library

## Disc Cleaning and Repair Policy

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1. The library does not guarantee successful repair of any discs presented to the library for cleaning and repair and assumes no liability for replacing presented discs in the event that discs become damaged or destroyed in the process of attempting to make reparations.
2. The library charges a fee of \$2.00 per disc which must be paid prior to cleaning. The fee is to offset the library expenses of staff time, upkeep of the disc repair machine and cleaning solutions utilized for the purpose of cleaning the discs.
3. Discs must be clearly marked and information regarding the discs must be filled out completely prior to reparations in order to ensure the right materials are returned to the proper owners.
4. Designated method of contact must be released for the purpose of notification upon completion of the reparations. A wait time of 7 days will be applied. If the reparation is completed before this time, notification will be received sooner.
5. Identification must be presented at the time of pickup of repair items.
6. All discs to be repaired must be examined prior to processing with the notation that not all discs are capable of being repaired. Any damaged discs that are beyond repair will be rejected.
7. Only one-sided CDs and DVDs will be received. Blue Ray, video games and two-sided discs will not be received.
8. The library will hold discs for a maximum of two weeks. After this time period has expired, the unclaimed discs will become the property of the library and will be received into the collection or disposed of in accordance to the library collection management policy.
9. By signing below, the owner of the discs acknowledges the policy written above and enters into the agreement under these terms.

Name:	
Library Card Barcode:	
Contact Info: (Phone/email)	
Signature:	
Date:	

