

## CD-DVD Repair Policy and Form

The Chambers County Library System has a CD/DVD/Videogame cleaning machine. Library staff will accept patron discs in order to check and clean them, with the following restrictions:

- The patron understands that, in handing the disc to the library to check, that the library system is performing a service, and will do its best to return the item in better condition. The library system will not accept any responsibility for possible further damage to a disc, nor can any improvement be guaranteed.
- A pre-paid charge of \$3.00 per disc is required before the library system will accept any discs from a patron. This is non-refundable, even if the disc is not able to be repaired. The cost is for the materials used, the staff time involved, and the verification of the condition of the disc, as well as for any actual cleaning and/or repair accomplished.
- The CD/DVD/Videogame repair form, with all information filled out, must accompany the pre-paid fee and the discs to be cleaned/repaired. Checks or cash may be used: make the checks payable to "Friends of CCLS." Staff members will route the discs to the Technical Services Department on the regular schedule.
- Checking the discs will be done on a monthly basis. Bear in mind that once delivered to the library staff, the disc may not be available for a full month, and staff will not be able to provide any updates on the status of the repair.
- The library system will accept for repair only discs that are personally owned by the patron, and retain the right to refuse any service for any reason.

Date: \_\_\_\_\_ Library Branch: CCL JHML WCB

Name, Library Card Number, Phone Number, and E-mail Address (print):

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Item	Disc Title	Price
1.		\$3.00
2.		\$3.00
3.		\$3.00
4.		\$3.00
5.		\$3.00

Check # \_\_\_\_\_ Cash \_\_\_\_\_ Staff Initials \_\_\_\_\_ Total paid: \_\_\_\_\_