



DISC CLEANING SERVICE POLICY

Basics about the service:

- DVD/CDs will be cleaned/polished for \$2.00 per disc. BLU-RAY will be cleaned/polished for \$3.00 per disc.
- Any genre of disc can be cleaned including DVDs, BOCDs, Blu-ray, music CDs or video game discs.
- If you have a two sided DVD, each side is considered one disc. Therefore, a double-sided DVD will be \$4.00/disc. If you want only one side cleaned, you will have to clearly specify the side needing repair, and the charge would be \$2.00.
- You will receive a monthly bill reflecting all the discs cleaned for your library in that month.
- Discs that are cracked will be returned to the owning library; we can only clean/polish scratched discs.
- Each library is asked to send no more than 10 discs at a time in for cleaning.
- Due to staffing, we may have your discs for up to three weeks.

How to send in your discs:

1. Please send your discs in their original cases with a clear note indicating which discs need cleaning.
2. Include a Disc Cleaning Request form with each group of discs you send in for cleaning. (see attached form)
3. Send the discs to the attention of Malia Hall.

DISCLAIMER: We can offer no guarantees that the cleaning/polishing will correct whatever problem was reported by a patron. Normal fees will apply regardless of the results.