



south dakota STATE LIBRARY

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Disc Repair Service

Disc Repair Policy

1. Libraries can send up to 50 discs (not titles) at a time to the State Library for repair or cleaning.
2. The library sending the discs must arrange to pick-up the discs at the State Library, arrange for the discs to be sent through the courier, or provide another means to have the discs returned. The library sending the discs to the State Library is responsible for all delivery costs.
3. Types of media that can be repaired include:
 - CDs – Music, Data, RW, R formats
 - DVDs – Blu Ray, HD DVD, Single and Double Sided
 - Video Game Discs (Not all game discs can be repaired. Contact the State Library before sending game discs.)
4. Damages that cannot be repaired include:
 - Cracks
 - Warping
 - Dents
5. Libraries must complete the Disc Repair Shipment form (URL) and include it in the shipment of discs.
6. Discs must be sent in their cases.
7. If the damage is not repaired on the first attempt, library staff will try again using stronger methods. If staff determines that a disc is damaged beyond repair it will be returned to the library. The shipment form will indicate if repair was not possible.
8. Allow up to four weeks for processing. The State Library is not liable for items that might be lost in transit.

If you have questions about the Disc Repair Service, please contact Barb Nickolas at 1-800-423-6665, option 4 or barb.nickolas@state.sd.us.



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Disc Repair Form

If you have questions about the Disc Repair Service, please contact Barb Nickolas at 1-800-423-6665, option 4 or by email: barb.nickolas@state.sd.us.

Library: _____

Address: _____

Phone: _____

Email: _____

Total Number of Discs in Shipment: _____

TITLE	# OF DISCS	REPAIRED	NOT-REPAIRED	COMMENTS

The _____ Library agrees to the above terms. We have read and understand the SDSL policy and procedures concerning the cleaning and repairing of our discs.

Name: _____ **Date:** _____

Title: _____

Signature: _____ **required*

Ship To:
South Dakota State Library
Attn: Barb Nickolas
800 Governors Drive
Pierre, SD 57501

