



# 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 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 call the South Dakota State Library at 605-773-3131.



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## Disc Repair Service

### Disc Repair Form

If you have questions about the Disc Repair Service, please call the South Dakota State Library at 605-773-3131.

**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: Disc Repair  
800 Governors Drive  
Pierre, SD 57501

## SDSL: Disc Repair Form

**Library:** \_\_\_\_\_

[illegible]

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