Disc Request	Disc Request	Disc Request
Library	Library	Library
Item Title	Item Title	Item Title
Date	Date	Date
How can we help	How can we help?	How can we help?
Disc Appears Scratched 🗆	Disc Appears Scratched □	Disc Appears Scratched □
Disc Skips While Playing 🗆	Disc Skips While Playing □	Disc Skips While Playing □
Disc Will Not Play At All □	Disc Will Not Play At All □	Disc Will Not Play At All □
Other/Please Describe 🗆	Other/Please Describe 🗆	Other/Please Describe 🗆
Has a Library Staff Member confirmed the issue	Has a Library Staff Member confirmed the issue?	Has a Library Staff Member confirmed the issue?
Yes □ No □	Yes □ No □	Yes □ No □

This slip will be sent back to you with your disc	This slip will be sent back to you with your disc	This slip will be sent back to you with your disc
Actions Taken	Actions Taken	Actions Taken
Visual Examination ☐ Scratches Visable ☐ Reflective Layer Damaged* ☐ Disc Rot/Bronzing* ☐ Physical Damage ☐	Visual Examination ☐ Scratches Visable ☐ Reflective Layer Damaged* ☐ Disc Rot/Bronzing* ☐ Physical Damage ☐	Visual Examination ☐ Scratches Visable ☐ Reflective Layer Damaged* ☐ Disc Rot/Bronzing* ☐ Physical Damage ☐
Initial Disc Test ☐ No Errors ☐ 1-3 Errors ☐ Disc Media Not Recognized ☐	Initial Disc Test ☐ No Errors ☐ 1-3 Errors ☐ Disc Media Not Recognized ☐	Initial Disc Test ☐ No Errors ☐ 1-3 Errors ☐ Disc Media Not Recognized ☐
Disc Cleaned ☐ Level 1 ☐ Level 2 ☐ Level 3 ☐	Disc Cleaned ☐ Level 1 ☐ Level 2 ☐ Level 3 ☐	Disc Cleaned ☐ Level 1 ☐ Level 2 ☐ Level 3 ☐
Final Disc Test ☐ No Errors ☐ 1-3 Errors ☐ Disc Media Not Recognized ☐	Final Disc Test ☐ No Errors ☐ 1-3 Errors ☐ Disc Media Not Recognized ☐	Final Disc Test ☐ No Errors ☐ 1-3 Errors ☐ Disc Media Not Recognized ☐
Results	Results	Results
Disc Repaired Permanent Defects Disc Unrepairable	Disc Repaired □ Permanent Defects □ Disc Unrepairable □	Disc Repaired □ Permanent Defects □ Disc Unrepairable □
Return to Circulation Plan for Replacement Weed / Replace Item	Return to Circulation Plan for Replacement Weed / Replace Item	Return to Circulation Plan for Replacement Weed / Replace Item

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^{*} Reflective Layer Damage, Disc Rot, and Bronzing are unrepairable, but not always the end of usable life for optical disc media.

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