



Library \_\_\_\_\_

Item Title \_\_\_\_\_

Date \_\_\_\_\_

How can we help?

- Disc Appears Scratched
  - Disc Skips While Playing
  - Disc Will Not Play At All
  - Other/Please Describe
- 

Has a Library Staff Member confirmed the issue?

Yes  No

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# DISC REPAIR RESULTS

This slip will be sent back to you with your disc

Actions Taken

Initial Visual Examination

Scratches Visible

Reflective Layer Damaged

Initial Disc Test

No Errors  1-3 Errors

Disc Media Not Recognized

Disc Cleaned

Level 1  Level 2  Level 3

Final Disc Test

No Errors  1-3 Errors

Disc Media Not Recognized

Final Visual Examination

Scratches Visible

Reflective Layer Damaged

Results

Disc Repaired

Cosmetic Defects

Disc Unrepairable

Recommendations

Return to Circulation

Plan for Replacement

Weed / Replace Item

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