

Policies of the Albion Municipal Library and Heritage Center

Section 4 – Public Services

Policy Section 4.1 - Fee-Based Public Services

1. Disc Repair Policy

- a. Patrons and visitors may bring their CDs, DVDs, and Game CDs to the Albion Municipal Library for deep scratch repair. Each disc must be submitted in a plastic sleeve or case. (Music CDs, CD-ROMs, Sony PlayStation, and PlayStation 2 game discs, Microsoft X-Box Game discs, DVD Movies, Double-sided DVD, VCD, CDR, DVDR, XBX360, HD DVD.) **NOTE:** PlayStation games and Blu-Ray can only be repaired for minor scratches.
- b. Discs may be dropped off anytime during the week, but will not be cleaned on a ‘while you wait’ basis. Pickup will be arranged at time of drop-off. Patrons are responsible for picking up their disc(s) in a timely manner.
- c. Library staff may determine that a disc is damaged beyond repair upon physical examination of the disc or after the highest-level repair attempt fails twice. If the repair fails, the patron will not receive a refund. Albion Municipal Library cannot be held liable for permanent damage to discs that were already damaged upon arrival.
- d. Fees per disc will be charged at Library Board rate.

2. Laminating Services

- a. Albion Municipal Library provides laminating for patrons’ convenience. The service is only offered within the framework of supplies on hand. Special orders/requests are not accepted.
- b. Fees per project will be charged at Library Board rate.

3. Printing Services

- a. Albion Municipal Library provides copying/printing for patrons’ convenience. Copyright laws are to be followed by all patrons making photocopies. The library has no responsibility for personal violations of copyright law.
- b. Fees per copy will be charged at Library Board rate.