



Northern Lights Library System

NLLS DVD Cleaning Procedure

PLEASE MAKE SURE THAT...

- The packing list is typed (not handwritten).
- The packing list of items to be cleaned has been filled out and all listed items are being sent to NLLS headquarters with this form.
- All items have been property stamped by the owning library.
- All items have an appropriate NLLS book barcode attached.
- The packing slip is filled out completely (Library name/code, packing list, number of items, signature, date sent)
- Library consents to pay \$1.00 per side of disc cleaned. (subject to change)

LIBRARY NAME/LIBRARY CODE:

DATE:

Number of Items:

Authorized by: _____
(Signature)

(Print)

*****Please note that that Blu-Ray discs cannot be cleaned as many times as DVD discs.**

*****Important: NLLS COMMITS TO CLEANING AND BUFFING THE DISCS, BUT IS NOT RESPONSIBLE FOR DAMAGE TO ITEM.**

*****Best practice: Always keep track of the number of cleanings of every disc.**

*****5 x max (Blue-ray)**

*****25 x max (DVD)**

PACKING LIST

| | Title | Barcode | # of Disc sides to clean | Cost \$1.00 per Disc side |
|-----------|--------------|----------------|---------------------------------|----------------------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |

PLEASE FILL OUT THIS FORM ON YOUR COMPUTER AND PRINT TWO COPIES. SEND ONE COPY TO NLLS AND RETAIN THE SECOND COPY FOR YOUR RECORDS.